
From: Shauna Holman Harries
To: Luong, Hoan - OFCCP
CC: Neil Bourque; Lida Daniel; Charles Nyakundi; Sean Smith; Kela Moon
Sent: 10/29/2015 9:10:19 PM
Subject: HQCA 7 of 29
Attachments: HQCA - Personnel File 6 - [REDACTED].zip

Best Regards,
Shauna Holman-Harries

ORACLE

Shauna Holman-Harries - Director Diversity Compliance
Phone: +1 602 333 9112 | Fax: +1 602 333 9112 | Mobile: +1 480 689 1858

"Working to create an inclusive, diverse culture that drives innovation and business success."

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 | Oracle is committed to developing practices and products that help protect the environment

[Redacted]

2/25

[Redacted]

Dear [Redacted]

We are pleased to offer you the position of Beta Program Coordinator with Oracle Corporation. We offer you starting compensation at the monthly rate of [Redacted] (equivalent to an annual rate of [Redacted]). In addition, you will be eligible to receive discretionary incentive compensation based on your productivity and the Company's performance.

To accept this offer, please sign the enclosed Employment Agreement (be sure to confirm your intended start date), the Proprietary Information Agreement and all other documents required by the Human Resources Department and return them to the attention of **Daniel Lorenzo in Human Resources at One Lagoon Drive, Mail Stop LGN 1, Redwood Shores, CA 94065**. Employment and employee benefits begin only after you have signed these documents and they have been received by Human Resources.

If you have any questions please feel free to call your Human Resources Representative, Marisol Ormeno, at (650) 506-5186, or your manager, [Redacted] at (650) 506-8070. This offer remains open until [Redacted]. We look forward to having you begin work with us.

Sincerely,



Ed Urban
Senior Director, Human Resources

Enclosure: New Employee Packet

Employment Agreement

Please read this Agreement carefully before you agree to its terms by signing it. The Agreement sets forth certain important benefits, terms and conditions related to your employment with Oracle.

Oracle's proprietary rights and confidential information are among the company's most important assets. In addition to signing this Agreement as a condition of employment, you also must sign the Proprietary Information Agreement included in the New Employee Packet.

Your adherence to the Oracle Code of Ethics and Business Conduct, set forth in a booklet included in the New Employee Packet, is vital to Oracle and to your success at Oracle. When you sign this Agreement, you are agreeing to thoroughly familiarize yourself with the Oracle Code of Ethics and Business Conduct and you are agreeing to abide by it.

In order to comply with the Immigration Reform and Control Act of 1986, the federal government requires the company to examine documents which prove your legal right to work in the United States. Please see the Verification of Eligibility for Employment information which also is a part of the New Employee Packet.

Oracle offers its employees a comprehensive medical, dental, vision, life and disability insurance package. The company offers a flexible benefit plan that may require employee contributions. The company also offers a 401(k) Savings and Retirement Plan, an Employee Stock Purchase Plan, a Dependent Care Reimbursement Plan and an Educational Reimbursement Plan. The details of these plans are included in the New Employee Packet or are available from the Human Resources Department.

Your starting compensation, position and other terms and conditions related to your employment are set forth in the offer letter you received. By signing this Agreement, you also are agreeing to the terms and conditions set forth in the offer letter. Oral or written representations contradicting or supplementing the terms of the offer letter are not valid.

Oracle believes that all employees should be treated fairly and equitably in conformance with its Equal Employment Opportunity policies. We take personnel action without regard to race, color, national origin, sex, marital status, age, religion, disability or sexual orientation. Our commitment to these policies applies to every phase of the employment relationship, and we make every effort to comply with these policies.

If, however, you feel you have not been treated fairly in some way in your Oracle employment, you agree, before taking any other action, to make a written complaint to a Director of the Human Resources Department and to allow individuals within the Department a reasonable period of time in which to investigate and informally attempt to resolve your issues.

If you and the company are unable informally to resolve any dispute arising out of or related to your Oracle employment, you agree that the company may elect, in its sole discretion and at any time, for the dispute to be mediated or submitted to final and binding arbitration. Mediation is an informal process in which a neutral third party without the power to decide or to impose a solution helps the parties resolve a dispute. Arbitration is a process in which the parties submit their dispute to a neutral third party whose purpose is to decide the outcome and make a final and binding decision. By agreeing to this provision, you are giving up your right to have the dispute heard in a judicial forum and by a jury.

The company makes no express or implied commitment that your employment will have a minimum or fixed term, that Oracle may take adverse employment action only for cause or that your employment is terminable only for cause. Either you or Oracle may terminate the employment relationship at any time for any reason. Additionally, Oracle may take any other employment action at any time for any reason. No one at Oracle may make, unless specifically authorized in writing by the Board of Directors, any promise, express or implied, that employment is for any fixed term or that cause is required for the termination of or change in the employment relationship.

Except as set forth in the paragraph above, this Agreement may be changed only by an agreement in writing signed by you and a Senior Vice President of Oracle.

By signing below you are agreeing that you have read and understood every provision of this Agreement and that, in consideration for your employment at Oracle, you agree to abide by its terms.

ACKNOWLEDGED AND ACCEPTED:

Print Name

Date

Intended Start Date: _____

PROPRIETARY INFORMATION AGREEMENT

Oracle Corporation ("Oracle") develops, markets, licenses and distributes computer software products and other technology, and provides technical support, consultation, training, educational and other services relating to its products. Oracle develops and uses confidential information in its business. This confidential information may relate to technical matters, such as the development of a new product or service, or to non-technical matters, such as marketing or financial information. This agreement sets forth your responsibilities concerning confidential and proprietary information.

I acknowledge that as a result of my Oracle employment I may develop, receive or otherwise have access to confidential or proprietary information which is of value to Oracle. I therefore agree, as a condition of my employment, to abide by the following terms and conditions:

1. My employment creates a relationship of confidence and trust between me and Oracle with respect to certain information of a confidential, proprietary or trade secret nature which gives Oracle a competitive edge in its business. For the purposes of this agreement, all such confidential, proprietary or trade secret information will be referred to as "Proprietary Information."

Proprietary Information includes without limitation:

- a. all software and other technology developed or licensed by or for Oracle or licensed to Oracle by a third party, and any documentation relating to such software or technology; the term "software" as used in this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program (source code, object code or otherwise), its audiovisual components (menus, screens, structure and organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation diagrams, flow charts, designs, drawings, templates, specifications, models, data, bug reports and customer information;
- b. marketing and sales plans, product development plans, competitive analyses, benchmark test results, business and financial plans or forecasts, non-public financial information, agreements, and customer and employee lists of Oracle;
- c. contracts, engagement letters, order forms, approval forms and matrices, consulting proposals, bids, Statements of Work, pricing proposals or quotes, and purchase orders;
- d. all information or material which relates to Oracle's Developments as defined in paragraph 3 below, "know how," purchasing, accounting, merchandising or licensing; and
- e. all information which Oracle has a legal obligation to treat as confidential or which Oracle treats as proprietary or designates as confidential or for internal use only, whether or not owned or developed by Oracle.

Proprietary Information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that I would have learned in the course of similar employment elsewhere.

At all times, both during and after my employment with Oracle, I will hold Proprietary Information in confidence. I will not by any means transfer, publish, disclose or report Proprietary Information directly or indirectly, except such disclosure to other Oracle employees or authorized third parties as may be necessary in the ordinary course of performing my duties for Oracle or otherwise as directed by Oracle. I will not use Proprietary Information except in the course of performing my duties for Oracle.

2. My performance as an employee of Oracle will not breach any agreement or obligation to keep in confidence the proprietary information of a former employer or other entity or person. I will not bring any proprietary information of a former employer or other entity or person to Oracle. I will not use in the performance of my work with Oracle any proprietary information of a former employer or other entity or person without written authorization from my former employer, the other entity or person.
3. I will promptly disclose to Oracle all ideas, discoveries, inventions or "know how," including without limitation, all processes, devices, or apparatus, or any modification, improvement or use thereof (collectively referred to as "Developments"), relating to any current or reasonably anticipated business of Oracle, conceived or reduced to practice by me alone or with others during the term of my employment, whether or not conceived during regular business hours.

All Developments shall be the sole and exclusive property of Oracle. I also agree to execute any documents and to do all things necessary, without additional compensation whether during my Oracle employment or after: (a) to assign all right, title and interest in any Development to Oracle and (b) to assist Oracle in perfecting, protecting, maintaining and enforcing any patent, copyright, trade secret or other right or interest in any Development.

This provision does not apply to Developments which qualify fully under the provisions of section 2870 of the California Labor Code, which states:

- (a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:
 - (1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or
 - (2) Result from any work performed by the employee for the employer.
- (b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

- 4. I will not during my Oracle employment engage in any other employment, occupation, consulting or other activity related to the business in which Oracle is now involved or becomes involved during the term of my employment.
- 5. I will not, during my Oracle employment and for a period of six months after the termination of my Oracle employment, directly or indirectly, whether through a third party or otherwise, recruit, solicit, induce, invite or otherwise encourage any Oracle employee to accept an employment or independent contractor or other business relationship with an employer or entity or person other than Oracle.
- 6. I will upon termination of my Oracle employment reaffirm my recognition of the importance of maintaining the confidentiality of Oracle's Proprietary Information and reaffirm all of the obligations set forth in this agreement.
- 7. I will upon termination of my Oracle employment deliver to Oracle, and will not keep in my possession, recreate or deliver to anyone else, all property belonging to Oracle including without limitation documents, software, discs, diskettes, tapes, records, data, notes and correspondence and copies or reproductions thereof whether or not developed by me during the course of my employment with Oracle, hardware, computers, terminals, modems, telephones, automobiles, badges, business cards, handbooks, policy manuals, software manuals and telephone directories.
- 8. I will not, for a period of six months after the termination of my Oracle employment, for my own account or for the account of any other person or entity, solicit, call on or provide competing services for any of Oracle's customers or clients or prospective customers or clients if I have solicited, called on or performed services for that Oracle customer or client or prospective customer or client during the twelve months preceding my termination from Oracle.
- 9. I understand and acknowledge that my employment relationship with Oracle may be altered or terminated "at will" and that nothing in this agreement alters my "at will" status.
- 10. I agree that any legal action or proceeding involving Oracle which is in any way connected with this agreement may be instituted in any state or federal court located in San Francisco or San Mateo County, California. I agree to submit to the jurisdiction of, and agree that venue is proper in, the aforesaid courts in any such legal action or proceeding.
- 11. If any provision of this agreement is determined to be invalid or unenforceable, the validity or enforceability of the other provisions shall not be affected.
- 12. I will not enter into any agreement, written or oral, that conflicts with the provisions of this agreement. I acknowledge that this agreement survives my employment by Oracle.

I acknowledge that I have read and that I understand the terms of this agreement. I understand that by signing this document, I agree to be bound by all the terms, conditions and obligations set forth above.

Signature: _____

Name: _____

Date: _____

Inbox

Received: February 13, 1998 05:57am Sent: February 13, 1998 05:56am
 From: Marisol Ormeno <MORMENO.US.ORACLE.COM>
 To: CICHIKIM.US.ORACLE.COM
 Subject: Re: Approved: Offer Letter Request for [REDACTED]
 Cc:
 In-Reply-To: CICHIKIM.US.ORACLE.COM's message of 13-Feb-98 12:18

Carol,

This is not the correct procedure for putting together an Offer Packet. Today is actually the last day that we will be accepting Hard Copy Offer Letters, Monday all managers are required to use Web Offers Only. If you want to submit a hard copy and get the whole packet to me by end of today or early Monday, I can process it to you, but you are going to need a lot more info. like resumes/self-id forms/references/interview comments/the 3 neon green sheets that go along with every offer etc...etc..

You're best bet will be to do this through the Web. Instructions are located in CR, under WCSS - HR - Web Offers. Or perhaps you can get a hold of the instructions through a manager that attended our Web Offers training. Sorry for the inconvenience. Let me know if you have any questions. Thanks.

Marisol A. Ormeno Phone: 650.506.5186
 Human Resources Rep.- WCSS MS: 20 Davis / Cube 0306
 WSSG/GOSS/F&A/Sales & Client Relations

<http://hrweb.oracle.us.com> for information on: Benefits, Compensation, Career Development, Policies, Procedures, Diversity & More!!!!

----- Included Message -----

Received: February 13, 1998 03:14am Sent: February 13, 1998 03:14am
 From: Carol Ichiki Mori (506-2391) <CICHIKIM.US.ORACLE.COM>
 To: mormeno
 Subject: Approved: Offer Letter Request for [REDACTED]
 Cc: cichikim

Hi Marisol:
 here's the approval for [REDACTED]
 Let me know if there's anything else I need to do (or forward this to -)
 Thanks for all of your help yesterday!

Regards,
Carol

**** VISIT THE WSSG BETA/OBSOLESCENCE PROGRAM OFFICE HOME PAGE ***
<http://wssg.us.oracle.com/sse/home.html>
 Internal Only

Carol Ichiki Mori	Internet : cichikim@us.oracle.com
Beta Program Technical Lead	Office : 300 Oracle, 11th Floor
Metrics & Process Solutions	: Redwood Shores, CA 94065
Worldwide Support	Voice : (650) 506-2391
Solutions Group (WSSG)	Fax : (650) 506-7822
ORACLE CORPORATION	

----- Included Message -----

Received: February 13, 1998 02:16am Sent: February 13, 1998 02:11am
 From: Deborah Bosch <DBOSCH.US.ORACLE.COM>
 To: CICHIKIM SPOOL
 Subject: Fwd: Offer Letter Request for [REDACTED]

Yipes--she's permanent! Let's not tell her right away--I would like to make a big deal out of this at staff meeting or take her to lunch and surprise her. What do you think?

Let's get this into HR so we can get her

Marisol

Inbox

employee number, etc. Carol, would you please forward on as required? Let's talk about how to surprise her.

Deb

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=====
Deborah C. Bosch
Senior Manager, Metrics and Process Solutions
Worldwide Customer Support Services
500 Oracle Parkway, M/S 3op11
Redwood Shores, Ca. 94065
Phone: 650.506.9561
Fax: 650.506.7822
Office: 3op1180
E-mail: dbosch@us.oracle.com

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----- Included Message -----

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Received: Sent: February 13, 1998 12:25am
From: Gene DeKoster <GDEKOSTE.US.ORACLE.COM>
To: DBOSCH.US.ORACLE.COM
Subject: Re: Offer Letter Request for [REDACTED]
In-Reply-To: DBOSCH.US.ORACLE.COM's message of 12-Feb-98 06:40

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approved
deke

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Gene DeKoster (gdekoste@us.oracle.com)
Senior VP, Worldwide Solutions Support Group
Worldwide Customer Support Services
20 Davis Drive, 3rd Floor, #3042, Belmont CA 94002
Exec. Asst. Peggy Maxwell (pmaxwell@us.oracle.com)
Phone: 650-506-4791
Fax: 650-633-3777
Phone: 650-506-8950

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----- Included Message -----

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Received: February 11, 1998 09:40pm Sent: February 11, 1998 09:36pm
From: DBOSCH.US.ORACLE.COM <DBOSCH.US.ORACLE.COM>
To: gdekoste
Subject: Fwd: Offer Letter Request for [REDACTED]
Cc: spool dichikim

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Deke,

I approve. Please add your approval and return to me.

Thanks,
Debbie

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=====
Deborah C. Bosch
Senior Manager, Metrics and Process Solutions
Worldwide Customer Support Services
500 Oracle Parkway, M/S 3op11
Redwood Shores, Ca. 94065
Phone: 650.506.9561
Fax: 650.506.7822
Office: 3op1180
E-mail: dbosch@us.oracle.com

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----- Included Message -----

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Received: February 11, 1998 09:36am Sent: February 11, 1998 09:13am
From: Steve Pool <SPOOL.US.ORACLE.COM>
To: DBOSCH
Subject: Fwd: Offer Letter Request for [REDACTED]
Cc: CICHIKIM SPOOL

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Approved

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Steve Pool
Oracle Corporation

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Inbox

Code.

PLEASE NOTE:

We present all offer letters to Larry Ellison or one of his designees for signature. Offers are valid only after Larry Ellison or one of his designees reviews and approves them. Unauthorized offer letters and oral offers of employment are a violation of Oracle policy. Candidates should not be told norled to believe that the approval process and a written offer letter are merely formalities. We do not pay any employee until she/he signs and returns to Human Resources all new employee documents.

NEW EMPLOYEES ARE NOT PAID RETROACTIVELY.

The information below MUST be completed in its entirety. Incomplete or missing information will result in delays in generating the offer letter and establishing an employee number and account setup for the new employee.

1. CANDIDATE & OFFER INFORMATION:

Candidate's name (Last, First): [redacted]
Candidate's street address: [redacted]
Candidate's city/state/zip code: [redacted]
Candidate's daytime phone number: [redacted]
Candidate's current employer: [redacted]

Position title: Beta Program Coordinator
Position job code (required): 11110
(contact your HR Mgr. for the appropriate job code)

JOBPOST identification number: [redacted]
(open positions must be posted on CR for 14 days before an employment decision is made)

Department name: WCSS / WSSG
Cost center number: D72

Candidate's office location (incomplete information will result in delays in processing)

Location code* (mandatory!): not available in corporate repository.
Building: 300 Oracle Parkway, Redwood Shores, CA 94065
Floor: 11th Floor
Office/Cube: 1158B

*For a current listing of valid location codes, please visit the Purchasing web page at: <http://at-work.us.oracle.com/purchase.htm> under "General Purchasing Information."

Manager's name: [redacted]
Manager's userid: [redacted]
Manager's employee ID number: [redacted]
Manager's phone number: [redacted]

[Handwritten scribbles]

Other contact's name: [redacted]
Other contact's userid: [redacted]
Other contact's phone number: [redacted]

Base Salary: \$ [redacted] /year
Non-exempt or exempt: exempt
Full time or part time: full time
If part time, please specify the number of hours per week:
*Is salary based on an hourly or monthly rate:
Proposed option shares (if any):

Offer remains open until: n/a : temp to perm conversion.
Proposed first date of employment*: temp to perm conversion - as soon as possible (when the paperwork is completed.)

*Actual start date will be indicated by the new hire on his/her acceptance paperwork.

2. ADDITIONAL COMPENSATION:

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Check (if applicable):

- Standard compensation plan for this position
- Other (explain in detail)

A. BONUS & DRAW:

Check (if applicable):

- Non-Recoverable Draw _____ Months \$ _____/Month
- Recoverable Draw _____ Months \$ _____/Month
- Special Bonus (explain in detail with justifications)

B. CAR PLAN:

Check (if applicable):

- Standard Car Plan---please specify one of the following:
 - \$5400 yearly/\$450 monthly
 - \$7200 yearly/\$600 monthly
- Other

C. RELOCATION:

Check if applicable - IF CHECKED, MUST INCLUDE DOLLAR AMOUNT BELOW:

Up to \$_____ in expenses reimbursed, subject to standard provisions.

Check all applicable elements to be included in the relocation package:

- Standard Relocation (currently includes moving, packing, and unpacking household goods, transportation for the new hire and his/her family, and transportation of up to two cars)
- One pre-move house hunting trip
- Temporary housing for up to one month
- Reimbursement for qualified expenses of selling, buying, or leasing a home.

3. MAILING CHOICE FOR OFFER PACKET: *****

Please send offer packet via:

- UPS 1-Day delivery
- Hold for pickup
- U.S. Mail
- Please send letter to (if other than above):

4. HIRING PROCESS, REFERENCES AND JUSTIFICATION: *****

A. INTERVIEW:

Provide the names of all Oracle Employees who interviewed this candidate:

- 1) Carol Ichiki Mori
- 2) Steve Pool
- 3) Debbie Bosch
- 4)

B. REFERENCES:

NOTE: References should be thoroughly checked for candidates. Answer yes or no to the following questions:

Have you thoroughly checked this candidates references (Y/N)? [Y]

Is this candidate a replacement for a current employee (Y/N)? [N]

If yes, for whom? _____

If no, is this position included in your approved headcount (Y/N)? [Y]

Is this candidate involved in the federal procurement process (Y/N)? [N]

Are salary/related expenses covered by your approved budget (Y/N)? [Y]

Did this candidate previously work for Oracle or an Oracle subsidiary (Y/N)? [Y]

Inbox

(If yes, call your HR Manager to discuss the rehire policy.)
 If YES, PLEASE provide the following information:
 His/her employee ID#: [REDACTED]
 Date this candidate last worked here: temp => permanent conversion.
 Previous salary: \$ [REDACTED]
 Reason for leaving: na
 If employment was at subsidiary, which subsidiary? _____

Does this candidate currently or has this candidate previously worked as:
 An Oracle Temporary: [X] Yes [] No
 An Agency Temporary: [] Yes [] No
 A Contractor: [X] Yes [] No

If candidate is currently a Government employee, have you received clearance to hire from Legal Counsel? [] Yes [] No

** (Legal Counsel contact is Steve Ryan at 202-662-9700)

C. JUSTIFICATION:

Provide 3 statements of justification for hiring this candidate. Please include candidate's skill set as part of your justification. This information will be placed in the employee's personnel file.

- 1) [REDACTED] has successfully performed the [REDACTED] job since March 1997. She came into the Beta Program's Office and quickly came up to speed on the processes and various systems.
- 2) [REDACTED] has been recognized by : her peers, her "customers", (both internal and external), of being a self starter, hard worker, conscientious, processing and handling a number of issues and problems with utmost efficiency. The Product Line Managers have been very pleased with [REDACTED] hard work and dedication to their beta program's.
- 3) [REDACTED] has also proven she can be a strong team player. She consistently helps out where and whenever needed. She continually attempts to be pro-active in her projects. When filling in for [REDACTED] (when she's out sick or on vacation) I very rarely find any mistakes - she's very well organized and thorough in completing her job. She's a very, dedicated, hard worker.

 D. FOR THE PRODUCT DIVISION ONLY;

Please complete this section during this period while we are slowing our hiring rates:

- 1.) Is this a replacement for an individual who has left? If yes, please supply the name of the person who terminated or transferred to another division. _____ temp to perm. _____
- 2.) Is this a critical position? If so, identify the position and why it is critical.
 Yes - the position is critical. The [REDACTED] must answer a generic email account, where urgent inquiries abound by the hour. The requests can be from : oracle sales, consultants, employees, as well as customers, and even international oracle subsidiaries (both customers and employees). The [REDACTED] requires a turn around of answers to critical accounts and displays a high visibility to upper management. The window of when the customers can test the software is often constrained, and very limited in time frame ==> [REDACTED] is responsible for processing the administration (paperwork) and ensuring beta software is sent to the customers in the most expeditious time frame possible. Our customers are both oracle employees, important oracle customers, and oracle subsidiaries. Visibility and expectations are very high. A dedicated, fully trained individual must be able to handle the above.
- 3.) Is this an exceptional candidate? If yes, please state why this person is exceptional.

 5. CANDIDATE SOURCE:

[] EMPLOYEE REFERRAL
 Employee Referral Name:
 Employee Referral ID# (REQUIRED):
 Referral Amount (DOLLAR AMOUNT REQUIRED): \$

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Date Hiring Manager Received Resume:

- INTERNAL RECRUITER
Internal Recruiter Name:
Internal Recruiter ID#:
- ADVERTISEMENT
Newspaper/Periodical:
Cost of Advertisement:
- UNIVERSITY RECRUITING PROGRAM
- RECRUITING AGENCY (Please provide the agency's full name)
Company Name:
Address:

Contact:
Phone:
Fax:
Fee: \$ _____ (No more than 20%, \$10K max)

Note: A Recruiting Agency must have a current contract on file with HRAGENCY in order for an offer letter to be processed. For agency inquiries and questions, please contact <HRAGENCY>.

- UNSOLICITED RESUME
- CONTRACTOR from Contract Services/ORS
Note: If checked, you must also complete the ORS Contractor Conversion Template.
- OTHER: Temp -> Req

 6. FOR ORACLE SERVICES (OS) ONLY:
 Projected average billing rate over next twelve months:
 Anticipated number of billable days per year:
 Expected earliest billing date:
 Is this position covered by an existing client contract (Y/N)? []

Name of client contract (where billable): _____

- OS Bootcamp Candidate? If yes, check one of the following:
- Consulting-Custom Development Track (five weeks)
 - Consulting-Manufacturing Track (seven weeks)
 - Consulting-Financials/Apps. Track (seven weeks)
 - Consulting-Extending & Customizing (seven weeks)
 - Consulting-HRMS Bootcamp (five weeks)

 7. COMPUTER EQUIPMENT REQUIREMENTS:
 Please complete the on-line purchase order requisition, obtain the necessary approvals, and forward to purchasing. Managers will receive the employee ID# via the New Hire Quick start Notification once the candidate accepts the offer and is processed in the HR Database.

 8. QUICK START REQUEST:
 This section must be completed or the candidate's work environment will NOT be set up.

A. SYSTEM OWNER/ADMINISTRATOR RESPONSIBILITIES:
 Account Creation:
 ACCOUNTS will create an email account, a CR account, and a UNIX account for all new employees. For additional UNIX accounts, please approve and forward the USERID REQUEST template to ACCOUNTS. Please also make sure that all necessary parties are contacted to ensure the full completion of your request. The bottom of the USERID REQUEST template specifies all of the additional approvers and contact mail-ids for successful request completion.

Inbox

Also, contact the following mail-ids if applicable:

VMS: DEVSRV
VM/MVS(IBM): MAINTUSR

Mail Lists:

ACCOUNTS will add new employees to us_oracorp and the us_hq (if located in HQ) email distribution lists. All other lists can be added through DCREQ. Please contact MAILID for DCREQ instructions, if needed.

B. WIRING/FIELD OFFICE RESPONSIBILITIES:

Telephone:

Is a new telephone extension required (Y or N): []
Reassign existing telephone number (provide extension): _____
Voicemail (Y or N): []

Data Requirements:

Please specify any connection requirements for this candidate: _____
(e.g., ethernet)

If your new hire will need PPP/PA access, please fill out the PPP Account Request Template before the new hire's start date to ensure faster turnaround.

9. EQUAL EMPLOYMENT OPPORTUNITY:

We administer our personnel policies and conduct our employment practices in a manner which treats each applicant for employment equally. We hire on the basis of merit, experience, and potential, without regard to race, color, national origin, sex, marital status, age, religion, disability, sexual orientation, or Vietnam era veteran status. Our policy encompasses all areas where equal employment opportunity should be addressed.

***** updated 01/11/98 *****
per samick

----- End of Message -----



Objective: Seeking a growth-oriented position in Finance/Accounting

PROFESSIONAL PROFILE

- Excellent written, oral and interpersonal communication skills
- Highly organized, dedicated with a positive attitude
- Professional and motivated individual with willingness to learn and grow
- Work well in a competitive and challenging environment

EXPERIENCE

[Redacted] [Redacted] present

- Point of contact for [Redacted]
- Work with Product Managers, Product Support Planners, Sales and Consulting Reps to coordinate the Beta Trial programs
- Monitor email account for [Redacted] support
- Create and send customized information packages
- Distribute and file customer response
- Enter orders and create [Redacted] and [Redacted]
- Update web pages for the [Redacted]
- Create and maintain a calendar of [Redacted]
- Coordinate projects on an as needed basis
- Provide administrative support to Director and Senior Managers

[Redacted] [Redacted]

Provided the highest level of service to the main offices of broker/dealer firms by researching, analyzing, and resolving complex problems on their shareholder accounts.

- Processed transfers and liquidation transactions which originated from the main offices.
- Established and maintained verbal and/or written communication with the main offices.
- Coordinated long term projects and report requests for the main offices.
- Verified and adjusted shareholder accounts when necessary.

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[REDACTED]

[REDACTED]

Performed data entry duties such as inputting all literature request orders originating from shareholders, brokers, and internal departments.

- Processed all overnight requests in the most timely and efficient manner possible.
- Clarified discrepancies and resolved problems associated with literature orders.
- Assisted in sorting, logging, and distributing all incoming mail.

[REDACTED]

[REDACTED]

Coordinated work flow of 50-60 proof operators in the processing center.

- Assisted operators in researching difficult and unusual out-of-balance transactions.
- Reviewed daily operator time sheets/logs for accuracy and completeness.
- Effectively relieved and assisted operations managers whenever necessary and/or possible.

ACCOMPLISHMENTS

- [REDACTED]
- [REDACTED]

EDUCATION

[REDACTED]

B.S., Business Administration

References available upon request.

Temporary Employee Personal Information Sheet

Employee

Name:

[Redacted Name] _____
Last Middle Initial First

Social Security Number:

[Redacted Social Security Number]

Date of Birth:

[Redacted Date of Birth] _____
Month Day Year

Home Address:

[Redacted Home Address] _____
Street
[Redacted Home Address] _____
City State Zip Code
County

Phone Number:

[Redacted Phone Number] _____
Area Code

Emergency Contact

Name:

[Redacted Emergency Contact Name] _____
Last Middle Initial First

Phone Number:

[Redacted Emergency Contact Phone Number] _____
Area Code

Other

Would you like your home address and phone number to be: confidential
 available to other Oracle employees

What is your intended start date?

[Redacted Intended Start Date] _____

DO NOT WRITE IN THIS SECTION

Emp#: _____
Rec'd by HR | DB Entered | QS sent
[Handwritten Signatures]

MANDATORY: ALL EMPLOYEES MUST COMPLETE THIS FORM

Visa Status Questionnaire:
Federal law requires Oracle to hire U.S. citizens or non-citizens authorized to work in the United States. Foreign nationals who do not have permanent resident status must have a valid visa, specific to Oracle. To ensure compliance, all employees must answer the following questions and sign and date the form.

Are you eligible to work in the United States? YES NO

Which of the following applies to you?

U.S. Citizen Permanent Resident

If you have checked either of these two choices, please print and sign your name and the date below.

J-1 Visa F-1 Visa

If you have checked either of these two choices, please provide the information requested directly below. Read the visa assistance section, print and sign your name, and the date below.

Start Date of your practical training _____

Expiration Date _____

L-1 Visa H-1 Visa TN Visa

If you checked one of these choices, please provide the information requested directly below. Read the visa assistance section, print and sign your name, and the date below.

Sponsoring Company _____

Other: INS Work Authorization: _____ Expiration Date _____

Please provide the necessary information that indicates your work eligibility status. Please read the visa assistance section, print and sign your name, and the date below.

Visa Assistance
If you require assistance in obtaining a visa, please do the following:

- Contact your manager to complete a purchase order and begin the legal process.
- Contact the Oracle approved immigration attorney recommended by your hiring manager.

Oracle takes pride in helping employees obtain appropriate visas. Generally, Oracle pays the routine and necessary legal fees in connection with obtaining a visa. If you leave the company within one year of your start date, you agree to repay Oracle for all visa-related expenses which Oracle incurred on your behalf. Please indicate your acknowledgment and acceptance by printing and signing your name and the date below.

(Print your name)

(Date)

Employment Agreement -- Temporary Employees

Please read this Agreement carefully before you agree to its terms by signing it. The Agreement sets forth certain important benefits, terms, and conditions related to your employment with Oracle.

Oracle's temporary proprietary rights and confidential information are among the company's most important assets. In addition to signing this Agreement as a condition of employment, you must also sign the Proprietary Information Agreement included in the New Employee Packet.

In order to comply with the Immigration Reform and Control Act of 1986, the federal government requires the company to examine documents which prove your legal right to work in the United States. Please see the Verification of Eligibility for Employment information which is also a part of the New Employee Packet.

Your starting compensation, position and other terms and conditions related to your employment are set forth in the offer letter you received. By signing this Agreement, you are also agreeing to the terms and conditions set forth in the offer letter. Oral or written representations contradicting or supplementing the terms of the offer letter are not valid.

Oracle believes that all employees should be treated fairly and equitably in conformance with its Equal Employment Opportunities policies. We take personnel action on the basis of merit, experience, and potential without regard to race, color, national origin, sex, marital status, age, religion, disability, or sexual orientation. Our commitment to these policies applies to every phase of the employment relationship, and we make every effort to comply with these policies.

If, however, you feel you have not been treated fairly in some way in your Oracle employment, you agree, before taking any other action, to make a written complaint to the Director of Human Resources Department and to allow individuals within the Department a reasonable period of time in which to investigate and attempt informally to resolve your issues.

If you and the company are unable informally to resolve any dispute arising out of or related to your employment by Oracle, you agree that the company may elect, in its sole discretion and at any time, for the dispute to be mediated and/or submitted to binding arbitration. Mediation is an information process in which a neutral third party without the power to decide or to impose a solution helps the parties resolve a dispute. Arbitration is a process in which the parties agree to submit their dispute to a neutral third party whose purpose is to decide the outcome and make a binding decision.

2. My performance of work at Oracle will not breach any agreement to keep in confidence the proprietary information of a former employer. I have not brought any proprietary information of a former employer to Oracle. I will not use in the performance of my work with Oracle any proprietary information of a former employer unless I have obtained written authorization of my former employer.
3. I understand and agree that my temporary "employment" with Oracle is at will. I may quit at any time with or without notice, and Oracle may terminate my employment at any time with or without notice. Neither Oracle nor I make any promise that employment will continue for a set period of time or that employment will be terminated only under particular circumstances.
4. I will promptly disclose to Oracle all ideas, processes, inventions, modifications, and improvements (collectively referred to as "Discoveries") relating to any work or business carried on by Oracle, conceived by me alone or with others during the term of my employment, whether or not conceived during regular business hours.

All such Discoveries shall be the sole and exclusive property of Oracle. I also agree to execute without receiving additional compensation: (a) any formal documents necessary to assign any discoveries to Oracle; and (b) all documents required to obtain a patent, register a copyright, or enforce Oracle's rights in such Discoveries. These obligations shall continue beyond the termination of employment with respect to Discoveries I conceive or make during the period of my employment.

This provision does not apply to Discoveries which qualify fully under the provisions of section 2870 of the California Labor Code, which states:

(a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

- 1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer.
- 2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

If I now intend to remove from the operation of this agreement any Discoveries which I intend to make while employed by Oracle, I have identified them on Exhibit A attached hereto. If nothing is listed on Exhibit A or I have not attached an Exhibit A, I warrant that I do not intend to remove from the operation of this agreement any such Discoveries that I make during my employment with Oracle.

5. I will not during my employment with Oracle work in any competing business without Oracle's express written consent.
6. I will not recruit or hire any Oracle employee for six months after termination of my employment with Oracle without Oracle's express written consent.
7. I shall upon termination of my employment with Oracle and upon Oracle's request reaffirm my recognition of the importance of maintaining the confidentiality of Oracle's Proprietary Information and reaffirm all of the Obligations set forth in this agreement.
8. I shall upon termination of my employment with Oracle return all property belonging to Oracle including without limitation all Proprietary Information, documents, software, discs, diskettes, tapes, and any other form of media, copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones, credit cards, and/or company automobile upon termination of my employment with Oracle.
9. I agree that any legal action or proceeding involving Oracle which is in any way connected with this agreement may be instituted in any state or federal court located in San Francisco or San Mateo County, California. I agree to submit to the jurisdiction of, and agree that venue is proper in, the aforesaid courts in any such legal action or proceeding. The foregoing shall not limit the right of either party to commence any legal action or to obtain execution of judgment in any other appropriate jurisdiction.
10. If any provision of this agreement is determined to be invalid or unenforceable, the validity or enforceability of the other provisions shall not be affected.
11. This agreement sets forth the entire agreement between me and Oracle with respect to the subject matter hereof and supersedes all prior representations and understandings, whether oral or written. This agreement may be changed only by an agreement in writing between me and Oracle.

I acknowledge that I have read and that I understand the terms of this agreement. I understand that by signing this document, I agree to be bound by all the terms, conditions, and obligations set forth above.

Name

Date

TEMPORARY WORKER PROPRIETARY INFORMATION AGREEMENT

Oracle Corporation ("Oracle") develops, markets, licenses, and distributes certain computer software products. Oracle also provides technical support, consultation, training and educational and other services relating to those software products.

I understand that as a temporary worker, I will or may receive confidential, proprietary or trade secret information which will be referred herein as "Proprietary Information," which gives Oracle a competitive edge in its business, and which is of value to Oracle. I therefore agree to abide by the following terms and conditions:

1. Proprietary information includes without limitations:

- a) All software developed or licensed by or for Oracle or licensed to Oracle by a third party, and any documentation or listing pertaining to such software; the term "software" as used by this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program (source code, object code or otherwise), its audiovisual components (menus, screens, structure and organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation diagrams, flow charts, designs, drawings, specifications, models, data, bug reports and customer information.
- b) Marketing and sales plans, product development plans, competitive analyses, benchmark test results, business and financial plans or forecasts, non-public financial information, agreements, and customer and employee lists of Oracle.
- c) Any information or material not described above which relates to Oracle's inventions, technological developments, "know how", purchasing, accounting, merchandising, or licensing.
- d) Any information of the type described above which Oracle has a legal obligation to treat as confidential, or which Oracle treats as proprietary or designates as confidential, whether or not owned or developed by Oracle.

Proprietary Information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that I would have learned in the course of working elsewhere.

At all times, both while working at Oracle and after, I will hold Proprietary Information in confidence, I will not use, transfer, publish, disclose, or report Proprietary Information directly or indirectly, except such disclosure to Oracle employees or authorized third parties as may be necessary in the ordinary course of performing my duties for Oracle or otherwise as directed by Oracle.

ORACLE

The company makes no express or implied commitment that your temporary employment will have a minimum or fixed term or that it is terminable only for cause. Either you or Oracle may terminate the temporary employment relationship at any time for any reason. No one at Oracle may make, unless specifically authorized in writing by the Board of Directors, any promise, express or implied, that employment is for any fixed term or that cause is required for the termination of the employment relationship.

This Agreement sets forth the entire agreement between you and Oracle with respect to the subject matter it addresses. This Agreement may be changed only by a writing signed by you and the person who signed your temporary offer letter or the person occupying the equivalent position at the time the change is made.

By signing below you are agreeing that you have read and understood every provision of this Agreement and that, in consideration for your temporary employment at Oracle, you agree to abide by its terms.

ACKNOWLEDGED AND ACCEPTED:

[Redacted Signature]

[Redacted Date]

Date

Intended Start Date:

[Redacted Start Date]

Inbox

Received: JUNE 02, 1997 14:35 Sent: JUNE 02, 1997 14:35
From: Marisol Ormeno <MORMENO.US.ORACLE.COM>
To: tmford
Subject: Fwd: Oracle Temp Request: [REDACTED]
Cc: mormeno

Tina,

Please process Oracle Temp. First day of employment was [REDACTED]

Steve,

Have you already had [REDACTED] complete the Oracle Temporary Packet in order for us to process this?

Marisol A. Ormeno Phone: (415) 506-5186

H.R Representative Mailstop: 20 Davis - cube O306
Worldwide Customer Support mormeno@us.oracle.com

Check out our hrweb site at: http://hrweb.us.oracle.com

----- Included Message -----

Received: MAY 30, 1997 16:19 Sent: MAY 30, 1997 16:18
From: EURBAN.US.ORACLE.COM <EURBAN.US.ORACLE.COM>
To: MORMENO.US.ORACLE.COM
Subject: Re: Oracle Temp Request: [REDACTED]
In-Reply-To: MORMENO.US.ORACLE.COM's message of 30-May-97 16:16

approved

Regards,
Ed

Ed Urban (EUrban@us.oracle.com) Phone: 415.506.8742
Senior Director, Human Resources Fax: 415.633.1104
Oracle Worldwide Customer Support
Assistant-Mary Hundertmark (MHundert@us.oracle.com) Phone: 415.506.5670

----- Included Message -----

Received: MAY 30, 1997 16:16 Sent: MAY 30, 1997 16:16
From: Marisol Ormeno <MORMENO.US.ORACLE.COM>
To: eurban
Subject: Fwd: Oracle Temp Request: [REDACTED]
Cc: mormeno

Ed,

Please approve Oracle Temp. Thanks.

Marisol A. Ormeno Phone: (415) 506-5186

H.R Representative Mailstop: 20 Davis - cube O306
Worldwide Customer Support mormeno@us.oracle.com

Check out our hrweb site at: http://hrweb.us.oracle.com

----- Included Message -----

Received: MAY 30, 1997 08:30 Sent: MAY 30, 1997 03:31
From: MMAYFIEL.US.ORACLE.COM <MMAYFIEL.US.ORACLE.COM>
To: mormeno
Subject: Fwd: Oracle Temp Request: [REDACTED]

Inbox

Cc: Ed

Approved.

 Michael Mayfield (mmayfiel@us.oracle.com) Phone: (415) 506-2920
 20 Davis Drive, Belmont CA 94002 Office #: 3080
 Vice President, WWCS Global Service Planning Fax: (415) 506-7591
 Exec. Asst. Janet Moran (jmoran@us.oracle.com) Phone: (415) 506-5657

----- Included Message -----

Received: Sent: MAY 28, 1997 17:13
 From: EURBAN.US.ORACLE.COM <EURBAN.US.ORACLE.COM>
 To: MORMENO.US.ORACLE.COM
 Subject: Re: Oracle Temp Request: [REDACTED]
 Cc: MIKE
 In-Reply-To: MORMENO.US.ORACLE.COM's message of 28-May-97 16:39

Mike needs to authorize this.

Regards,
Ed

 Ed Urban (EUrban@us.oracle.com) Phone: 415.506.8742
 Senior Director, Human Resources Fax: 415.633.1104
 Oracle Worldwide Customer Support
 Assistant-Mary Hundertmark (MHundert@us.oracle.com) Phone: 415.506.5670

----- Included Message -----

Received: Sent: MAY 28, 1997 16:39
 From: Marisol Ormeno <MORMENO.US.ORACLE.COM>
 To: eurban
 Subject: Fwd: Oracle Temp Request: [REDACTED]
 Cc: mormeno

Ed,

Please approve Oracle Temp.

Thanks,

 Marisol A. Ormeno Phone: (415) 506-5186
 H.R Representative Mailstop: 20 Davis - cube O306
 Worldwide Customer Support mormeno@us.oracle.com

Check out our hrweb site at: <http://hrweb.us.oracle.com>

----- Included Message -----

Received: MAY 28, 1997 14:47 Sent: MAY 28, 1997 13:19
 From: SPOOL.US.ORACLE.COM <SPOOL.US.ORACLE.COM>
 To: mormeno
 Subject: Fwd: Oracle Temp Request: [REDACTED]

Approved

----- Included Message -----

Received: MAY 28, 1997 13:11 Sent: MAY 28, 1997 11:42
 From: betasupp <BETASUPP.US.ORACLE.COM>
 To: spool
 Subject: Oracle Temp Request: [REDACTED]

and is not issued an Oracle employee id number.

E. INSTRUCTIONS FOR COMPLETING THIS TEMPLATE

- 1) Complete this template and obtain all necessary approvals (please see SECTION F below.)
- 2) Forward the completed template, with all approvals, to your HR Representative/Manager. Incomplete or missing information will delay the processing of your Oracle Temp.
- 3) On or before the Oracle Temp's first day of work, have him/her complete the Temporary Employee Packet. This packet is available through your HR Representative/Manager.
- 4) ALL employees must complete an I-9 form within the first three days of employment. The I-9 form can be completed by a manager, an administrative assistant, or a representative of Human Resources.
- 5) Return the completed packet to HR Operations (M/S Lgn-1). HR Operations will process the temp's paperwork and generate an employee id# within 72 working hours of receipt (provided all documents are completed properly).
- 6) HR does not initiate wiring requests for temporary employees, as we do for regular new employees.

To set up your Oracle Temp's Work Environment:

EMAIL ACCOUNT:

An Oracle Office and Corporate Repository account is automatically granted to each new hire (full-time or temp) recognized in the HR database. Password notification is automatically sent to the hiring manager at the time of account creation.

SETTING UP A TELEPHONE:

After receiving confirmation of an employee number and userid, complete the public template WIRING REQUEST and forward to <WIRING>.

NOTE: If your Oracle Temp requires additional system accounts, you must complete the public template USERID REQUEST after the unique userid is established by ACCOUNTS.

F. APPROVAL REQUIREMENTS

Note that an Oracle Temp may start employment only after the appropriate approvals have been received by your Human Resources Representative/Manager. Oracle does not pay any employee until he/she signs and returns all temporary employee documents to HR Operations. TEMPORARY EMPLOYEES ARE NOT PAID RETROACTIVELY.

The hiring manager is responsible for obtaining all approvals up to the highest appropriate level. Please contact your HR Representative/Manager for your division's approval matrix.

G. TERMINATION

An Oracle Temp counts as a full headcount.

You must complete the public template HR ORACLE TEMP TERMINATION when an Oracle Temp terminates, otherwise this individual will continue to be part of the group's headcount. Forward the completed termination checklist to your Human Resources Representative/Manager. Please visit our hrweb page for information regarding your HR Contacts at <http://hrweb.us.oracle.com>

***** created 04/18/97 *****
per msugarma

---- End of Message ----

Oracle Applications - GSAP

File Edit View Folder Tools Window Help

Oracle

Data Trace History of Assignments

From Date	To Date	Assignment Number	Contract	Employment Category	Grade	Internal Address	Job	Last Updated By	Last Update Date	Location	Manager	Normal End Time	Normal Hours
03-OCT-2011				Full Time - Regular			50720.Tax Accountant 2-Fin.FINANCE.TAX.IC2	HRUPDATES_US	17-OCT-2011 09:35	50P4		17:00	40
01-AUG-2014	21-OCT-2014			Full Time - Regular			50720.Tax Accountant 2-Fin.FINANCE.TAX.IC2	HRUPDATES_US	17-OCT-2014 09:35	50P4		17:00	40
27-JUN-2014	31-JUL-2014			Full Time - Regular			50720.Tax Accountant 2-Fin.FINANCE.TAX.IC2	JAKE.PEBERDY@	25-JUN-2014 02:25	50P4		17:00	40
30-JUL-2013	26-JUN-2014			Full Time - Regular			50720.Tax Accountant 2-Fin.FINANCE.TAX.IC2	JAKE.PEBERDY@	25-JUN-2014 02:25	50P4		17:00	40
15-JUN-2013	25-JUL-2013			Full Time - Regular			50720.Tax Accountant 2-Fin.FINANCE.TAX.IC2	JAKE.PEBERDY@	30-JUL-2013 09:15	50P4		17:00	40

Oracle Applications - GSAP

File Edit View Folder Tools Window Help

Oracle

Data Trace History of Assignments

From End Date	Probation Period	Probation Units	Reason	Recruiter	Recruitment Activity	Salary Basis	Special Ceiling Poi	Status	Statutory Informati	Supervisor	Title	Vacancy	Working Hours Freq	Effective
						Annual		Terminated	Payroll Oracle Ame				Week	<input type="checkbox"/>
						Annual		Active Assignment	Payroll Oracle Ame				Week	<input type="checkbox"/>
						Annual		Active Assignment	Payroll Oracle Ame				Week	<input type="checkbox"/>
						Annual		Active Assignment	Payroll Oracle Ame				Week	<input type="checkbox"/>

Supervisor

Oracle Applications - GSAP

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Oracle

Data Trace History of Assignments

From Date	To Date	Assignment Number	Contract	Employment Category	Grade	Internal Address	Job	Last Updated By	Last Update Date	Location	Manager	Normal End Time	Normal Hours
03-DEC-2011	14-JUN-2013			Full Time - Regular			50720.Tax Accountant 2-Fin.FINANCE.TAX.IC2	HR_PROCESS_US	15-JUN-2013 00:41	50P4		17:00	40
01-JUN-2011	02-DEC-2011			Full Time - Regular			50720.Tax Accountant 2-Fin.FINANCE.TAX.IC2	ANONYMOUS	15-MAR-2013 11:03	50P4		17:00	40
01-APR-2011	31-MAY-2011			Full Time - Regular			50720.Tax Accountant 2-Fin.FINANCE.TAX.IC2	ANONYMOUS	22-DEC-2012 22:06	50P4		17:00	40
16-FEB-2010	31-MAR-2011			Full Time - Regular			50720.Tax Accountant 2-Fin.FINANCE.TAX.IC2	ANONYMOUS	22-DEC-2012 17:28	50P5		17:00	40
05-MAY-2010	15-FEB-2010			Full Time - Regular			50720.Tax Accountant 2-Fin.FINANCE.TAX.IC2	ANONYMOUS	22-DEC-2012 12:39	50P5		17:00	40

Oracle Applications - SSAP

File Edit View Folder Tools Window Help

Oracle

Task History of Assignments

Date	Probation Period	Probation Units	Reason	Recruiter	Recruitment Acti	Salary Basis	Special Ceiling Poi	Status	Statutory Informati	Supervisor	Title	Vacancy	Working Hours	Freq	Effective
						Annual		Active Assignment	Payroll Oracle Am				Week		
						Annual		Active Assignment	Payroll Oracle Am				Week		
						Annual		Active Assignment	Payroll Oracle Am				Week		
						Annual		Active Assignment	Payroll Oracle Am				Week		
						Annual		Active Assignment	Payroll Oracle USA				Week		

Supervisor

Oracle Applications - SSAP

File Edit View Folder Tools Window Help

Oracle

Task History of Assignments

From Date	To Date	Assignment Number	Contract	Employment Categ	Grade	Internal Address	Job	Last Updated By	Last Update Date	Location	Manager	Normal End Time	Normal Hours
15-AUG-2003	24-MAY-2009			Full Time - Regular			50720 Tax Accountant 2-Fin.FINANCE TAX.IC2	ANONYMOUS	22-DEC-2012 21:54	50P6		17:00	40
15-AUG-2007	19-OCT-2008			Full Time - Regular			50720 Tax Accountant 2-Fin.FINANCE TAX.IC2	ANONYMOUS	22-DEC-2012 18:11	50P6		17:00	40
01-MAR-2005	14-AUG-2007			Full Time - Regular			50720 Tax Accountant 2-Fin.FINANCE TAX.IC2	ANONYMOUS	22-DEC-2012 13:04	50P6		17:00	40
03-JUN-2004	28-FEB-2005			Full Time - Regular			50720 Tax Accountant 2-Fin.FINANCE TAX.IC2	ANONYMOUS	22-DEC-2012 17:24	50P6		17:00	40
18-AUG-2003	02-JUN-2004			Full Time - Regular			50720 Tax Accountant 2-Fin.FINANCE TAX.IC2	ANONYMOUS	22-DEC-2012 13:31	50P6		17:00	40

Oracle Applications - SSAP

File Edit View Folder Tools Window Help

Oracle

Task History of Assignments

Date	Probation Period	Probation Units	Reason	Recruiter	Recruitment Acti	Salary Basis	Special Ceiling Poi	Status	Statutory Informati	Supervisor	Title	Vacancy	Working Hours	Freq	Effective
						Annual		Active Assignment	Payroll Oracle USA				Week		
						Annual		Active Assignment	Payroll Oracle USA				Week		
						Annual		Active Assignment	Payroll Oracle USA				Week		
						Annual		Active Assignment	Oracle America, In				Week		
						Annual		Active Assignment	Oracle America, In				Week		

Supervisor

From Date	To Date	Assignment Number	Contract	Employment Category	Grade	Internal Address	Job	Last Updated By	Last Update Date	Location	Manager	Normal End Time	Normal Hours
17-AUG-2003	17-AUG-2003			Full Time - Regular			50720.Tax Accountant 2-Fin.FINANCE.TAX.IC2	ANONYMOUS	22-DEC-2012 21:56	50P6		17:00	40
05-JUN-2003	21-JUL-2003			Full Time - Regular			50720.Tax Accountant 2-Fin.FINANCE.TAX.IC2	ANONYMOUS	22-DEC-2012 13:51	50P6		17:00	40
03-JUN-2003	03-JUN-2003			Full Time - Regular			50720.Tax Accountant 2-Fin.FINANCE.TAX.IC2	ANONYMOUS	22-DEC-2012 14:04	50P6		17:00	40
18-FEB-2003	01-JUN-2003			Full Time - Regular			50720.Tax Accountant 2-Fin.FINANCE.TAX.IC2	ANONYMOUS	22-DEC-2012 14:04	50P6		17:00	40
30-SEP-2002	17-FEB-2003			Full Time - Regular			50720.Tax Accountant 2-Fin.FINANCE.TAX.IC2	ANONYMOUS	22-DEC-2012 18:01	50P6		17:00	40

Date	Probation Period	Probation Units	Reason	Recruiter	Recruitment Activity	Salary Basis	Special Coiling Poi	Status	Statutory Informati	Supervisor	Title	Vacancy	Working Hours Pre	Effective
						Annual		FMLA Unpaid BE	Oracle America, In				Week	<input type="checkbox"/>
						Annual		STD Paid BE	Oracle America, In				Week	<input type="checkbox"/>
						Annual		STD WAITING PERIOD	Oracle America, In				Week	<input type="checkbox"/>
						Annual		Active Assignment	Oracle America, In				Week	<input type="checkbox"/>
						Annual		Active Assignment	Oracle America, In				Week	<input type="checkbox"/>

Supervisor

From Date	To Date	Assignment Number	Contract	Employment Category	Grade	Internal Address	Job	Last Updated By	Last Update Date	Location	Manager	Normal End Time	Normal Hours
09-SEP-2002	09-SEP-2002			Full Time - Regular			50720.Tax Accountant 2-Fin.FINANCE.TAX.IC2	ANONYMOUS	22-DEC-2012 17:36	50P6		17:00	40
09-SEP-2002	15-SEP-2002			Full Time - Regular			50720.Tax Accountant 2-Fin.FINANCE.TAX.IC2	ANONYMOUS	22-DEC-2012 13:56	50P6		17:00	40
01-SEP-2002	08-SEP-2002			Full Time - Regular			50720.Tax Accountant 2-Fin.FINANCE.TAX.IC2	ANONYMOUS	22-DEC-2012 21:42	50P6		17:00	40
01-AUG-2002	31-AUG-2002			Full Time - Regular			50720.Tax Accountant 2-Fin.FINANCE.TAX.IC2	ANONYMOUS	22-DEC-2012 15:21	50P6		17:00	40
20-JUL-2001	31-JUL-2002			Full Time - Regular			50720.Tax Accountant 2-Fin.FINANCE.TAX.IC2	ANONYMOUS	22-DEC-2012 15:24	50P6		17:00	40

Date	Probation Period	Probation Units	Reason	Recruiter	Recruitment Activity	Salary Basis	Special Ceiling Pot	Status	Statutory Information	Supervisor	Title	Vacancy	Working Hours Freq	Effective
						Annual		LOA Unpaid BE	Oracle America, In	[REDACTED]			Week	<input type="checkbox"/>
						Annual		Active Assignment	Oracle America, In	[REDACTED]			Week	<input type="checkbox"/>
						Annual		FMLA Unpaid BE	Oracle America, In	[REDACTED]			Week	<input type="checkbox"/>
						Annual		FMLA Unpaid BE	Oracle America, In	[REDACTED]			Week	<input type="checkbox"/>
						Annual		Active Assignment	Oracle America, In	[REDACTED]			Week	<input type="checkbox"/>

Supervisor

From Date	To Date	Assignment Name	Contract	Employment Categ	Grade	Internal Address	Job	Last Updated By	Last Update Date	Location	Manager	Normal End Time	Normal Hours
19-JUL-2001	19-JUL-2001	[REDACTED]		Full Time - Regular	[REDACTED]		59726 Tax Accountant 2-Fin FINANCE TAX_IC2	ANONYMOUS	22-DEC-2012 13:31	SOP6		17:30	40
29-JUN-2001	30-JUN-2001	[REDACTED]		Full Time - Regular	[REDACTED]		59726 Tax Accountant 2-Fin FINANCE TAX_IC2	ANONYMOUS	22-DEC-2012 21:51	SOP6		17:30	40
21-JUN-2001	28-JUN-2001	[REDACTED]		Full Time - Regular	[REDACTED]		59726 Tax Accountant 2-Fin FINANCE TAX_IC2	ANONYMOUS	22-DEC-2012 14:11	SOP6		17:30	40
26-APR-2001	20-JUN-2001	[REDACTED]		Full Time - Regular	[REDACTED]		59726 Tax Accountant 2-Fin FINANCE TAX_IC2	ANONYMOUS	22-DEC-2012 14:11	SOP6		17:30	40
21-AUG-2000	19-APR-2001	[REDACTED]		Full Time - Regular	[REDACTED]		59726 Tax Accountant 2-Fin FINANCE TAX_IC2	ANONYMOUS	22-DEC-2012 14:11	SOP6		17:30	40

Date	Probation Period	Probation Units	Reason	Recruiter	Recruitment Activity	Salary Basis	Special Ceiling Pot	Status	Statutory Information	Supervisor	Title	Vacancy	Working Hours Freq	Effective
						Annual		FMLA Unpaid BE	Oracle America, In	[REDACTED]			Week	<input type="checkbox"/>
						Annual		Family Leave Federal Unpaid	Oracle America, In	[REDACTED]			Week	<input type="checkbox"/>
						Annual		Maternity Leave - Extended 60%	Oracle America, In	[REDACTED]			Week	<input type="checkbox"/>
						Annual		Maternity Leave	Oracle America, In	[REDACTED]			Week	<input type="checkbox"/>
						Annual		Active Assignment	Oracle America, In	[REDACTED]			Week	<input type="checkbox"/>

Supervisor

Oracle Applications - 630AP

File Edit View Folder Tools Window Help

Oracle Applications - 630AP

DataTrack: History of Assignments

From Date	To Date	Assignment Number	Contract	Employment Categ	Grade	Internal Address	Job	Last Updated By	Last Update Date	Location	Manager	Normal End Time	Normal Hours
16-AUG-2000	20-AUG-2000			Full Time - Regular			53110.Credit & Collections Analyst 1-Fin.FINANCE.CREDITCC	ANONYMOUS	22-DEC-2012 20:46	30P11		17:00	40
01-MAR-2000	15-AUG-2000			Full Time - Regular			53110.Credit & Collections Analyst 1-Fin.FINANCE.CREDITCC	ANONYMOUS	22-DEC-2012 20:46	30P11		17:00	40
09-FEB-2000	29-FEB-2000			Full Time - Regular			53110.Credit & Collections Analyst 1-Fin.FINANCE.CREDITCC	ANONYMOUS	22-DEC-2012 15:25	30P11		17:00	40
30-NOV-1999	09-FEB-2000			Full Time - Regular			53110.Credit & Collections Analyst 1-Fin.FINANCE.CREDITCC	ANONYMOUS	22-DEC-2012 13:46	30P11		17:00	40
16-NOV-1999	29-NOV-1999			Full Time - Regular			53110.Credit & Collections Analyst 1-Fin.FINANCE.CREDITCC	ANONYMOUS	22-DEC-2012 21:07	30P11		17:00	40

Oracle Applications - 630AP

File Edit View Folder Tools Window Help

Oracle Applications - 630AP

DataTrack: Probation History of Assignments

Date	Probation Period	Probation Units	Reason	Recruiter	Recruitment Actvty	Salary Basis	Special Ceiling Poi	Status	Statutory Informati	Supervisor	Title	Vacancy	Working Hours Freq	Effective
						Annual		Active Assignment	Oracle America, In				Week	<input type="checkbox"/>
						Annual		Active Assignment	Oracle America, In				Week	<input type="checkbox"/>
						Annual		Active Assignment	Oracle America, In				Week	<input type="checkbox"/>
						Annual		Active Assignment	Oracle America, In				Week	<input type="checkbox"/>
						Annual		Active Assignment	Oracle America, In				Week	<input type="checkbox"/>

Supervisor

Oracle Applications - 630AP

File Edit View Folder Tools Window Help

Oracle Applications - 630AP

DataTrack: History of Assignments

From Date	To Date	Assignment Number	Contract	Employment Categ	Grade	Internal Address	Job	Last Updated By	Last Update Date	Location	Manager	Normal End Time	Normal Hours
06-SEP-1999	15-NOV-1999			Full Time - Regular			53110.Credit & Collections Analyst 1-Fin.FINANCE.CREDITCC	ANONYMOUS	22-DEC-2012 21:22	30P11		17:00	40
10-AUG-1999	14-SEP-1999			Full Time - Regular			53110.Credit & Collections Analyst 1-Fin.FINANCE.CREDITCC	ANONYMOUS	22-DEC-2012 22:08	30P11		17:00	40
16-APR-1999	05-AUG-1999			Full Time - Regular			53110.Credit & Collections Analyst 1-Fin.FINANCE.CREDITCC	ANONYMOUS	22-DEC-2012 14:55	30P11		17:00	40
14-APR-1999	16-APR-1999			Full Time - Regular			53110.Credit & Collections Analyst 1-Fin.FINANCE.CREDITCC	ANONYMOUS	22-DEC-2012 16:33	30P11		17:00	40
01-JUN-1999	13-APR-1999			Full Time - Regular			Project Coordinator 11111.No	ANONYMOUS	22-DEC-2012 16:17	30P11		17:00	40

Oracle Applications - GSAP

File Edit View Folder Tools Window Help

Oracle

CodeTrack: History of Assignments

Date	Probation Period	Probation Units	Reason	Recruiter	Recruitment Activity	Salary Basis	Special Ceiling Poi	Status	Statutory Informati	Supervisor	Title	Vacancy	Working Hours Freq	Effective
						Annual		Active Assignment	Oracle America, In				Week	
						Annual		Active Assignment	Oracle America, In				Week	
						Annual		Active Assignment	Oracle America, In				Week	
						Annual		Active Assignment	Oracle America, In				Week	
						Annual		Active Assignment	Oracle America, In				Week	

Supervisor

Oracle Applications - GSAP

File Edit View Folder Tools Window Help

Oracle

CodeTrack: History of Assignments

From Date	To Date	Assignment Number	Contract	Employment Category	Grade	Internal Address	Job	Last Updated By	Last Update Date	Location	Manager	Normal End Time	Normal Hours
02-12-2008	31-MAY-1998						Project Coordinator.11110.No	ANONYMOUS	22-DEC-2012 15:50	30P11	No	17:00	40
01-MAR-1999	01-MAR-1999						50100 Student / Intern.ALL.ROLES.ALLSPEC.AE.AJ.CO	ANONYMOUS	22-DEC-2012 21:42	30P11	No	17:00	0
01-FEB-1998	28-FEB-1998						50100 Student / Intern.ALL.ROLES.ALLSPEC.AE.AJ.CO	ANONYMOUS	22-DEC-2012 21:42	30P11	No	17:00	0
01-NOV-1997	31-JAN-1999						50100 Student / Intern.ALL.ROLES.ALLSPEC.AE.AJ.CO	ANONYMOUS	22-DEC-2012 21:00	30P11	No	17:00	0
08-JUN-1997	31-OCT-1997						50100 Student / Intern.ALL.ROLES.ALLSPEC.AE.AJ.CO	ANONYMOUS	22-DEC-2012 21:11	30P11	No	17:00	0

Oracle Applications - GSAP

File Edit View Folder Tools Window Help

Oracle

CodeTrack: History of Assignments

Date	Probation Period	Probation Units	Reason	Recruiter	Recruitment Activity	Salary Basis	Special Ceiling Poi	Status	Statutory Informati	Supervisor	Title	Vacancy	Working Hours Freq	Effective
						Annual		Active Assignment	Oracle America, In				Week	
						Hourly		Active Assignment	Oracle America, In				Week	
						Hourly		Active Assignment	Oracle America, In				Week	
						Hourly		Active Assignment	Oracle America, In				Week	
						Hourly		Active Assignment	Oracle America, In				Week	

Supervisor

From Date	To Date	Assignment Number	Contract	Employment Category	Grade	Internal Address	Job	Last Updated By	Last Update Date	Location	Manager	Normal End Time	Normal Hours
01-MAR-1998	01-MAR-1998	[REDACTED]					50100 Student / Intern ALLROLES ALLSPEC/CAEA.IC0	ANONYMOUS	22-DEC-2012 21:45	30P11	No	17:00	0
01-FEB-1998	28-FEB-1998	[REDACTED]					50100 Student / Intern ALLROLES ALLSPEC/CAEA.IC0	ANONYMOUS	22-DEC-2012 21:45	30P11	No	17:00	0
01-NOV-1997	31-JAN-1998	[REDACTED]					50100 Student / Intern ALLROLES ALLSPEC/CAEA.IC0	ANONYMOUS	22-DEC-2012 21:07	30P11	No	17:00	0
09-JUN-1997	31-OCT-1997	[REDACTED]					50100 Student / Intern ALLROLES ALLSPEC/CAEA.IC0	ANONYMOUS	22-DEC-2012 21:11	30P11	No	17:00	0
30-MAY-1997	08-JUN-1997	[REDACTED]					50100 Student / Intern ALLROLES ALLSPEC/CAEA.IC0	ANONYMOUS	22-DEC-2012 12:48	30P11	No	17:00	0

Date	Probation Period	Probation Units	Reason	Recruiter	Recruitment Active	Salary Basis	Special Ceiling Poi	Status	Statutory Informatic	Supervisor	Title	Vacancy	Working Hours Per Effective
						Hourly		Active Assignment	Oracle America, In	[REDACTED]			Week
						Hourly		Active Assignment	Oracle America, In	[REDACTED]			Week
						Hourly		Active Assignment	Oracle America, In	[REDACTED]			Week
						Hourly		Active Assignment	Oracle America, In	[REDACTED]			Week
						Hourly		Active Assignment	Oracle America, In	[REDACTED]			Week

Supervisor



Performance

Interview

Type Performance Review

Location

Date 01-JUN-2008

Rating 4 - Exceeds Expectations

Next Date []

Group Oracle.No.Standard.No

Position

Payroll Semi-Monthly

Status Terminated

Vacancy

Collective Agreement

Employee Category

Standard Conditions Statutory Information

Review Performance

Every

Effective Dates

From

To

[Ta]

Salary

Entries

Others...

Salary History

Change Date	Review Date	Reason	Approved	Currency	Previous	Change	%	Actual	Rating	Ranking	Grade	Mid	Maximum	Comparatio	Minimum	Hourly	Payroll	Monthly	Annual
		Annual Salary Review	✓	USD			4.0							9.15					
		Annual Salary Review	✓	USD			10.122							9.114					
		Annual Salary Review	✓	USD			2.791							2.194					
		Annual Salary Review	✓	USD			7.692							02.941					
		Market Adjustment	✓	USD			25.0							8.935					

Change Date	Review Date	Reason	Approved	Currency	Previous	Change	%	Actual	Rating	Ranking	Grade	Mid	Maximum	Comparatio	Minimum	Hourly	Payroll	Monthly	Annual
		Salary Increase	✓	USD			4.878							83.92					
			✓	USD			10.145							87.156					
			✓	USD			5.505							73.876					
			✓	USD			23.691							73.483					

Change Date	Review Date	Reason	Approved	Currency	Previous	Change	%	Actual	Rating	Ranking	Grade	Mid	Maximum	Comparatio	Minimum	Hourly	Payroll	Monthly	Annual
			✓	USD			10.145							87.15					
			✓	USD			5.505							73.876					
			✓	USD			23.691							73.483					
			✓	USD			7.655							60.916					

Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

Assignment [REDACTED]

Salary Administration [REDACTED]

Previous Proposal

Date [REDACTED]

Currency USD

Bases/Year 1

Conversion Rate 1.00

Salary Proposal

Change Date [REDACTED]

Change Value [REDACTED]

Change % 7.692

Reason Annual Salary Review

Ranking [REDACTED]

Salary Basis Annual

Last Value [REDACTED]

Annual Salary [REDACTED]

Converted Salary [REDACTED]

Currency USD

New Value [REDACTED]

Annual Salary [REDACTED]

Approved

Next Review [REDACTED]

Performance Review [REDACTED]

Grade Salary Limits

Grade [REDACTED]

Currency USD

Min Salary [REDACTED]

Max Salary [REDACTED]

Comparatio 102.941

Salary Information

Salary Basis Annual

Pay Basis Annual Salary

Bases/Year 1

Proposal Components			Change Value	Change %	Approved
Reason					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Performance



IPM Image Viewer

File/Attachment Details

File Name us040_122003950_20021211094337001_29895_ploa.txt.html

File Content Type text/h

Subject: [Fwd: Personal Leave of Absence - Return -]
Date: Tue, 01 Oct 2002 08:31:36 -0700
From: Debbie Rhodes <Debra.Rhodes@oracle.com>
Organization: Oracle Corporation
To: HRUPDATES_US <HRUPDATES.US@oracle.com>
CC: "Bergan, Brent" <BRENT.BERGAN@oracle.com>

HR Updates:

Please process.

--

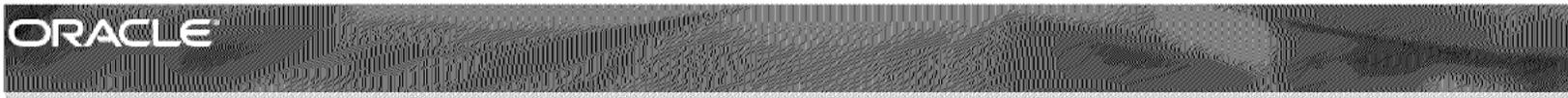
Regards,

Debbie Rhodes
Sr. Human Resources Representative
Finance & Administration
Phone: (650) 607-3151
Fax: (650) 506-7403
E-mail: Debra.Rhodes@oracle.com

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Subject: Personal Leave of Absence
Date: Mon, 30 Sep 2002 17:14:14 -0700 (PDT)
From: brent.bergan@oracle.com
To: DEBORAH.LANGE@oracle.com
CC: Debra.Rhodes@oracle.com

Template : LOA_ _ Personal
Owner : hrmsops_us
To : DEBORAH.LANGE@ORACLE.COM
From : brent.bergan@oracle.com
CC : Debra.Rhodes@oracle.com
Subject : Personal Leave of Absence



IPM Image Viewer

File/Attachment Details

File Name us040_122003950_20021211094337001_29895_ploa.txt.html

File Content Type text/html

Template : LOA - Personal
Owner : hrmsops_us
To : DEBORAH.LANGE@ORACLE.COM
From : brent.bergan@oracle.com
CC : Debra.Rhodes@oracle.com
Subject : Personal Leave of Absence

This form is used to request, change, or end a Personal Leave of Absence. Your manager's approval is required. If your leave is going to be greater than two weeks, the HR rep is the final approver. The final approver should forward the completed template, with approvals, to HRUPDATES_US@oracle.com for processing. Please note that all Personal Leaves are subject to manager approval and are unpaid. For more details regarding a Personal Leave of Absence please refer to the Employee Handbook.

Choose Request Type End Personal Leave
The following information is regarding the employee requesting the personal leave of absence.

Employee Last Name:
Employee First Name:
Employee ID#
Date of Hire (DD-MMM-YYYY)
(example: 31-JAN-2001)
Leave History

The following three sections of this form require date information regarding your LOA. The dates refer to actual work days (Monday - Friday). If your normal work week includes Saturday or Sunday, please indicate your regular work schedule in the comment field of the relative section.

Please read the directions and complete only the section that applies to your request.

Complete the following section if you are requesting a NEW personal leave.

Leave Start Date: (first work date missed)
Expected Return to Work Date: (first date expected at work)
Leave Reason:
Comments:

Complete the following section of this form if you wish to CHANGE an existing personal leave.

Current Start Date:
Current Expected Return to Work

Leave Start Date: (first work
date missed)
Expected Return to Work Date:
(first date expected at work)
Leave Reason:
Comments:

Complete the following section of this form if you wish to CHANGE an existing personal leave.

Current Start Date:
Current Expected Return to Work
Date:
New Start Date:
New Expected Return to Work Date:
Comments:

Complete the following section to END your personal leave.

Actual Return Date: [REDACTED]
Comments: [REDACTED] is now back fulltime in her position.

Debbie Rhodes <Debra.Rhodes@oracle.com>
Sr. Human Resources Representative, Finance & Administration

Debbie Rhodes
Sr. Human Resources Representative, Finance & Administration <Debra.Rhodes@oracle.com>

Fax: (650) 506-7403
Work: (650) 607-3151

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Additional Information:
Last Name Rhodes
First Name Debbie
Version 2.1

Subject: [Fwd: Personal Leave of Absence - Return - ██████████]
Date: Tue, 01 Oct 2002 08:31:36 -0700
From: Debbie Rhodes <Debra.Rhodes@oracle.com>
Organization: Oracle Corporation
To: HRUPDATES_US <HRUPDATES.US@oracle.com>
CC: "Bergan, Brent" <BRENT.BERGAN@oracle.com>

HR Updates:

Please process.

--
Regards,

Debbie Rhodes
Sr. Human Resources Representative
Finance & Administration
Phone: (650) 607-3151
Fax: (650) 506-7403
E-mail: Debra.Rhodes@oracle.com

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Subject: Personal Leave of Absence
Date: Mon, 30 Sep 2002 17:14:14 -0700 (PDT)
From: brent.bergan@oracle.com
To: DEBORAH.LANGE@oracle.com
CC: Debra.Rhodes@oracle.com

Template : LOA_-Personal
Owner : hrmsops_us

To : DEBORAH.LANGE@ORACLE.COM
From : brent.bergan@oracle.com
CC : Debra.Rhodes@oracle.com
Subject : Personal Leave of Absence

This form is used to request, change, or end a Personal Leave of Absence. Your manager's approval is required. If your leave is going to be greater than two weeks, the HR rep is the final approver. The final approver should forward the completed template, with approvals, to HRUPDATES_US@oracle.com for processing. Please note that all Personal Leaves are subject to manager approval and are unpaid. For more details regarding a Personal Leave of Absence please refer to the Employee Handbook.

Choose Request Type End Personal Leave
The following information is regarding the employee requesting the personal leave of absence.

Employee Last Name: [REDACTED]
Employee First Name: [REDACTED]
Employee ID# [REDACTED]
Date of Hire (DD-MMM-YYYY)
(example: 31-JAN-2001) [REDACTED]
Leave History

The following three sections of this form require date information regarding your LOA. The dates refer to actual work days (Monday - Friday). If your normal work week includes Saturday or Sunday, please indicate your regular work schedule in the comment field of the relative section.

Please read the directions and complete only the section that applies to your request.

Complete the following section if you are requesting a NEW personal leave.

Leave Start Date: (first work date missed)
Expected Return to Work Date: (first date expected at work)
Leave Reason:
Comments:

Complete the following section of this form if you wish to CHANGE an existing personal leave.

Current Start Date:
Current Expected Return to Work
Date:
New Start Date:
New Expected Return to Work Date:
Comments:

Complete the following section to END your personal leave.

Actual Return Date: [REDACTED]
Comments: [REDACTED] is now back fulltime in her postion.

Debbie Rhodes <Debra.Rhodes@oracle.com>
Sr. Human Resources Representative, Finance & Administration

Debbie Rhodes
Sr. Human Resources Representative, Finance & Administration <Debra.Rhodes@oracle.com>

Fax: (650) 506-7403
Work: (650) 607-3151

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Additional Information:
Last Name Rhodes
First Name Debbie
Version 2.1

Subject: [Fwd: Personal Leave of Absence-
Date: Mon, 23 Sep 2002 14:45:28 -0700
From: Debbie Rhodes <Debra.Rhodes@oracle.com>
Organization: Oracle Corporation
To: hrupdates_us@oracle.com

HR Updates:

Approved. Please process accordingly.

--
Regards,

Debbie Rhodes
Sr. Human Resources Representative
Finance & Administration
Phone: (650) 607-3151
Fax: (650) 506-7403
E-mail: Debra.Rhodes@oracle.com

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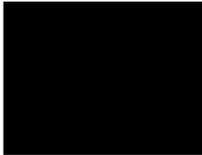
Subject: Personal Leave of Absence
Date: Fri, 20 Sep 2002 09:42:29 -0700 (PDT)
From: brent.bergan@oracle.com
To: DEBORAH.LANGE@oracle.com
CC: Debra.Rhodes@oracle.com

Template : LOA_-_Personal

Owner : hrmsops_us
To : DEBORAH.LANGE@ORACLE.COM
From : brent.bergan@oracle.com
CC : Debra.Rhodes@oracle.com
Subject : Personal Leave of Absence

This form is used to request, change, or end a Personal Leave of Absence. Your manager's approval is required. If your leave is going to be greater than two weeks, the HR rep is the final approver. The final approver should forward the completed template, with approvals, to HRUPDATES_US@oracle.com for processing. Please note that all Personal Leaves are subject to manager approval and are unpaid. For more details regarding a Personal Leave of Absence please refer to the Employee Handbook.

Choose Request Type New Personal Leave Request
The following information is regarding the employee requesting the personal leave of absence.

Employee Last Name: 
Employee First Name: 
Employee ID# 
Date of Hire (DD-MMM-YYYY)
(example: 31-JAN-2001) 
Leave History none

The following three sections of this form require date information regarding your LOA. The dates refer to actual work days (Monday - Friday). If your normal work week includes Saturday or Sunday, please indicate your regular work schedule in the comment field of the relative section.

Please read the directions and complete only the section that applies to your request.

Complete the following section if you are requesting a NEW personal leave.

Leave Start Date: (first work date missed) 
Expected Return to Work Date: 
(first date expected at work)
Leave Reason: Personal

Comments:



Complete the following section of this form if you wish to CHANGE an existing personal leave.

Current Start Date:
Current Expected Return to Work
Date:
New Start Date:
New Expected Return to Work Date:
Comments:

Complete the following section to END your personal leave.

Actual Return Date:
Comments:

Debbie Rhodes <Debra.Rhodes@oracle.com>
Sr. Human Resources Representative, Finance & Administration

Debbie Rhodes
Sr. Human Resources Representative, Finance & Administration <Debra.Rhodes@oracle.com>

Fax: (650) 506-7403
Work: (650) 607-3151

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Additional Information:
Last Name Rhodes
First Name Debbie
Version 2.1



Application [REDACTED]

Received	Terminated	Projected Hire	Current Employer
Date [REDACTED]			

Assignment

Recruitment Activity		Vacancy	
Organization		Group	
Job		Position	
Grade		Location	
Status		Reason	

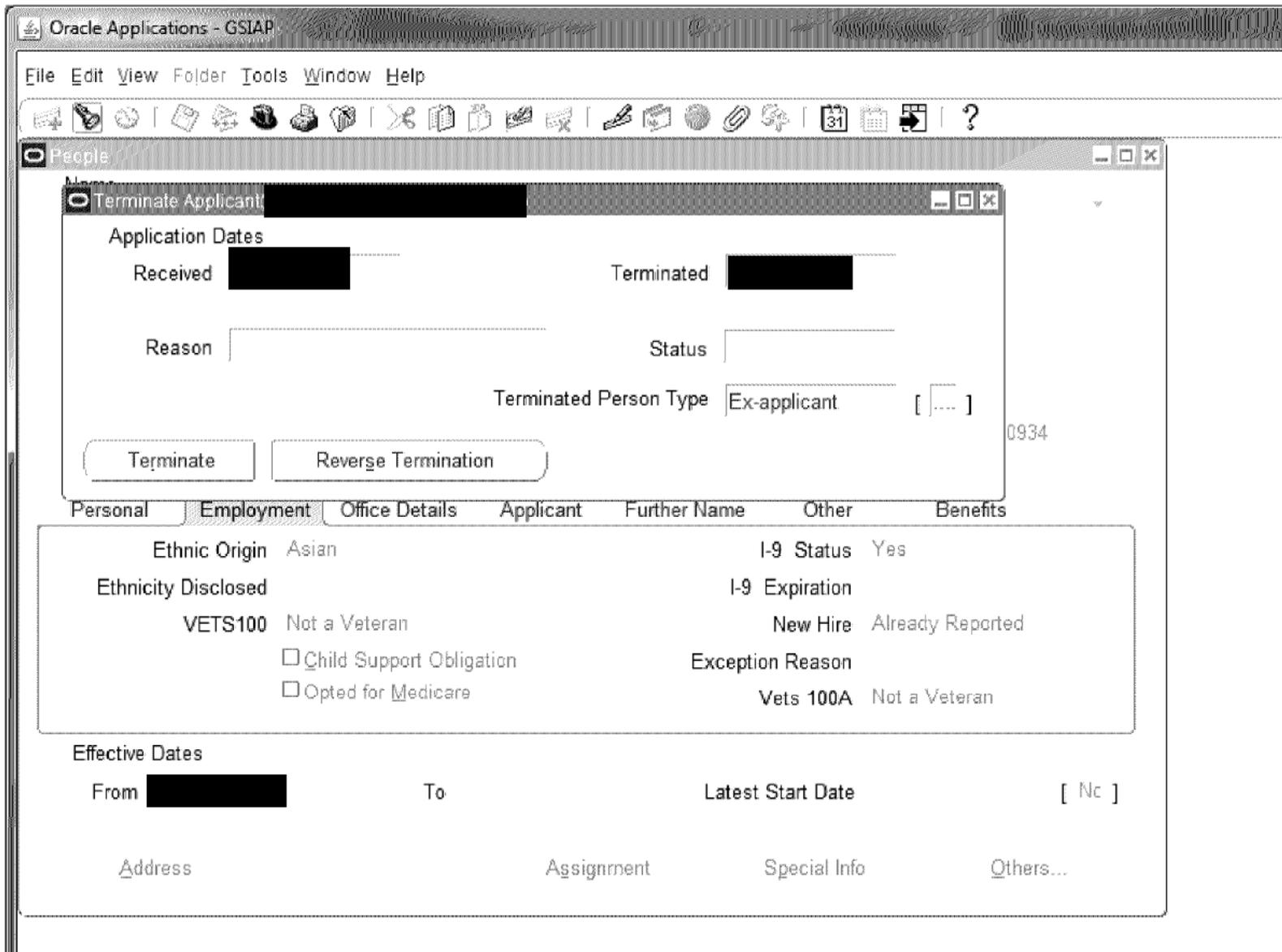
Recruiter Application Source Supervisor Probation & Notice Period Standard Conditions Miscellaneous

Name		Number	
------	--	--------	--

Effective Dates

From 11-SEP-2015 To

Interview



Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Terminate

Length of Service

Date Start	Leaving Reason	This Service		Total Service	
		Years	Months	Years	Months
[REDACTED]	Dismissal	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Termination Dates

Notified	Projected	Actual
[REDACTED]	[REDACTED]	[REDACTED]

Comments

Send standard pac	Last Stnd Proc.	Final Process
[REDACTED]	[REDACTED]	[REDACTED]

Person Type and Assignment Status for Terminated Employee

Type	Status
Ex-employee	Terminated

Termination Accepted By

Date	Name	Number
[REDACTED]	[REDACTED]	[REDACTED]

Terminate Reverse Termination

Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Person Type Usage

Person Type	From	To	[]
Ex-employee	[REDACTED]		
Ex-applicant			
Participant			

VETS100 Not a veteran

Child Support Obligation

Opted for Medicare

Effective Dates

From [REDACTED] To [REDACTED] Latest Start Date [Nc]

Address Assignment Special Info Others...

Person Type for Action

Ex-applicant

Social Security [REDACTED]

I-9 Status Yes

I-9 Expiration

New Hire Already Reported

Exception Reason

Vets 100A Not a Veteran

Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

Phone Numbers

Type	Phone Number	Dates		
		From	To	[]
Home	[REDACTED]	04-NOV-1999		▲
Work	[REDACTED]	29-JUL-1997		▼
				⋮
				⋮
				⋮
				⋮

Benefits

dy Reported

Opted for Medicare

Vets 100A Not a Veteran

Effective Dates

From [REDACTED] To [REDACTED] Latest Start Date [Nc]

Address Assignment Special Info Others...

Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Previous Employment Information

Previous Employer

Employer [] Start Date []

Address [] End Date []

Country [] Years []

Type Unknown Months []

Sub Type [] Days []

Description [] Further Information []

All Assignments []

Previous Job

Start Date	End Date	Job	Employee Category	Years	Months

Extra Information

Assignment - Previous Job Mappings

Assignment	Job	Start Date	End Date	Years	Months

Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Schools and Colleges Attended

Full Time

School or College	Start Date	End Date		[]
[REDACTED]	[REDACTED]		<input checked="" type="checkbox"/>	▲
			<input type="checkbox"/>	

Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Work Incidents

Incident

Case Number Incident Date

Incident Category Incident Time

Related Incident Ref QSHA Recordable

Description Reporting Official Notifications Medical Details Other

Activity at Time of Work

Objects/Substances Involved

Days Away From Work

Days Restricted Work or Transfer

Hazard Location

Description

Medical Assessments

Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Work Preferences

Work Capabilities

All Locations Current Location Only Travel Required for Position

Visit Internationally Relocation Required for Position

Relocation Preference

Work Duration

Work Hours

Work Schedule

FTE Capacity

International Deployment

All Countries Willing To Relocate

Requested Countries

Countries Unacceptable

[]

Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Assignment

Organization	0720 - Corporate Taxation - ORCL USA	Group	Oracle.No.Standard.No
Job	50720.Tax Accountant 2-Fin.FINANCE.TAX.	Position	
Grade		Payroll	Semi-Monthly
Location	50P4	Status	Terminated
		Vacancy	

Assignment Number		Collective Agreement	
Assignment Category	Full Time - Regular	Employee Category	

Salary Information **Supervisor** Probation & Notice Period Standard Conditions Statutory Information

Name	
Worker Number	
Assignment Number	

Effective Dates

From To [Ta]

Salary Entries Others...

Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Salary Administration

Previous Proposal

Date [REDACTED]
 Currency USD
 Bases/Year 1
 Conversion Rate 1.00

Salary Proposal

Change Date [REDACTED]
 Change Value [REDACTED]
 Change % 7.692
 Reason Annual Salary Review
 Ranking [REDACTED]

Salary Basis Annual
 Last Value [REDACTED]
 Annual Salary [REDACTED]
 Converted Salary [REDACTED]

Currency USD
 New Value [REDACTED]
 Annual Salary [REDACTED]
 Approved
 Next Review [REDACTED]
 Performance Review [REDACTED]

Grade Salary Limits

Grade [REDACTED]
 Currency USD
 Min Salary [REDACTED]
 Max Salary [REDACTED]
 Comparatio 102.941

Salary Information

Salary Basis Annual
 Pay Basis Annual Salary
 Bases/Year 1

Proposal Components

Reason	Change Value	Change %	Approved
[REDACTED]			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Performance

Approvals

W02259 - 25 mar 99

Date:

Employee Status Change Processing Form

Batch ID 5724

Transfer Yes Promotion No Change Yes

Approvals: Rejected Audit Data Verify
Prep Entry

Employee ID: [REDACTED]

Social Security # [REDACTED]

Employee Last Name [REDACTED]
Employee First Name [REDACTED]

Effective Date [REDACTED]

ASSIGNMENT: Current New

Cost Center M98 J79 / / / /
 ___ Change effective date to / / / /

Job Code 11110 53110 / / / /

Location Redwood Shores Redwood Shores / / / /
 ___ Location of HOME not in HRMS
 (Complete HOME Location Form)
 ___ State Change:
 ___ Go to HRMS Tax Info to activate

Employment Category _____ / / / /

Discretionary Title

Current Title Beta Program Coordinator
 New Title Collections Analyst

Hours: (not > 40) 40 40 / / / /

___ Vacation Accrual Change / / / /
 ___ Full to Part / / / /
 ___ Part to Full

88-2111 00-01133
 HRMS
 SINGAPORE

Employee Status Change Processing Form
 Current

New



Work Schedule	8 -8 -8 -8 -8 - -	/ / /
<input type="checkbox"/> Add new work schedule to HRMS		/ / /
Total Hours + Work Schedule Match		
Salary Basis	Annual Salary	/ / /
<input type="checkbox"/> Change Timecard Req In HRMS		/ / /
Base Salary:	34	34
(current req)		
Percentage Change:	0	/ / /
Difference between Current and New = Pct. Ch		
Car Allowance:	0	0
Bonus: Type	Amount	/ / /
Cost Center		/ / /
Manager Change:		
Last Name	First Name	Employee ID
Current Manager:		
Ichiki	Carol	6367
New Manager:		
Polati	Karen	24209
Direct Reports:		/ / /
1.		/ / /
2.		/ / /
3.		/ / /
4.		/ / /
5.		/ / /
6.		/ / /
7.		/ / /
8.		/ / /
9.		/ / /
10.		/ / /
ASR _____	PSR _____	VERIFICATION _____

Current Business Unit: ORACLE Support Services - Randy
Baker
New Business Unit:
Approval's F&A - Jeff Henley
Approval Order



0
1
2
3

/16.1/7.3.3.4/fnd/6.1.1/srw/HPP

Date: [REDACTED] Employee Status Change [REDACTED]

Batch ID 5724

Is this a transfer? Yes
Is this a promotion? No
Is this an individual employee change in cost center, manager, or location? Yes
Is Regular to Temp? No
Will you be filling this employee's previous role? No

B. Employment Data

Last Name: [REDACTED]
First Name: [REDACTED]
Employee Number: [REDACTED]
Current Cost Cent M98
New Cost Center J79
Current Hours: 40
New Hours: 40

Mon	Tue	Wed	Thu	Fri	Sat	Sun
8	8	8	8	8		

Date: [REDACTED] Employee Status Change [REDACTED]
Current Title: Beta Program Coordinator
New Title: Collections Analyst
Current Jobcode: 11110
New Jobcode: 53110
Current Location: Redwood Shores
New Location: Redwood Shores
Current Mgr L Name: [REDACTED]
Current Mgr F Name: [REDACTED]
Current Mgr Emp No.: [REDACTED]
New Mgr Last Name: [REDACTED]
New Mgr First Name: [REDACTED]
New Mgr Emp No.: [REDACTED]

Does this employee have direct reports? No
Direct Reports

	Last Name	First Name	Employee ID
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

C. Compensation

Salary Basis: [REDACTED]
Current Base Salary: [REDACTED]
New Base Salary: [REDACTED]
Current Base Salary Chg %: [REDACTED]

Date: [REDACTED] Employee Status Change [REDACTED]

Current Car Allowance 0

New Car Allowance: 0

Car Allowance Chg %:

Current Variable*:

New Variable*:

Variable* & Change:

Current Total Target

New Total Target:

Target* & Change:

Current Quota \$*:

New Quota \$*:

Quota \$* & Change:

Bonus Type 1:

Bonus Amount 1:

Cost Center to Charge 1:

Bonus Type 2:

Bonus Amount 2:

Cost Center to Charge

Compensation Justification:

Relocation not to exceed:

D. Transfer Initiation:

What brought about this transfer request (pick one)?

Employee initiated response to job posting

Date: [redacted] Employee Status Change [redacted]

Provide three reasons why this candidate is the most qualified for this position:

1. Skill set matches job requirements
2. Personal career goals match job criteria
3. Personality is a good fit with what is necessary to perform required job functions.

F. Releasing Managers Comments

The current releasing manager must provide brief written comments regarding the employee's job performance: [redacted] has always performed her job duties with utmost efficiency. [redacted] displays professionalism, attention to detail, the ability to prioritize and do high quality work. [redacted] is always very positive and displays strong customer service values.

G. Position Information

Job Post #: [redacted]
Date Posted: [redacted]

Job Description - provide a brief description of the position: Collect overpayments from current and former employees by working with internal and external groups to identify individuals who have been overpaid

Comments:
Note* This transfer for [redacted] is ONLY APPROVED ONCE HER POSITION HAS BEEN BACKFILLED. The [redacted] Office is in a critical 4th quarter, and we have our heaviest work load with regards to [redacted] I cannot approve [redacted] transfer until her position has been backfilled and a replacement identified. I have confirmed this with Karen Polati on 3/11/99. In the event that a candidate is not identified by 3/29, an "alternate" release date is "to be determined", and the situation to be re-evaluated.

Effective Date: [redacted]
Current Business Unit: ORACLE Support Services - Randy Baker
New Business Unit: Approval's F&A - Jeff Henley
Approval Order



0
1
2
3

Date: [REDACTED]

Employee Status Change Processing Form

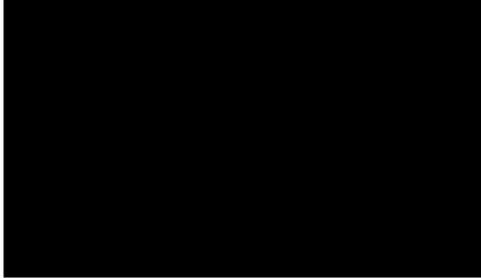
[REDACTED]

Batch ID 6064

Transfer	Yes	Promotion	No	Change	Yes	
Approvals:		<u>OK</u>				Audit Data Verify Prep Entry
Employee ID:		[REDACTED]				
Social Security #		[REDACTED]				
Employee Last Name		[REDACTED]				
Employee First Name		[REDACTED]				
Effective Date		[REDACTED]				
ASSIGNMENT:	Current		New			
Cost Center	M98		J79	4/10		✓ ✓ ✓ ✓
<input checked="" type="checkbox"/> Change effective date to						✓ ✓ ✓ ✓
Job Code	11110		53110			✓ ✓ ✓ ✓
Location	Redwood Shores		Redwood Shores			✓ ✓ ✓ ✓
<input type="checkbox"/> Location of HOME not in HRMS (Complete HOME Location Form)						
<input type="checkbox"/> State Change:						
<input type="checkbox"/> Go to HRMS Tax Info to activate						
Employment Category						✓ ✓ ✓ ✓
Discretionary Title						
Current Title	Beta Program Coordinator					
New Title	Collections Analyst					✓ ✓ ✓ ✓
Hours: (not > 40)	40		40			✓ ✓ ✓ ✓
<input type="checkbox"/> Vacation Accrual Change						✓ ✓ ✓ ✓
<input type="checkbox"/> Full to Part						
<input type="checkbox"/> Part to Full						

CG-HRMS 1-1-05
SUN 1/1/05 11:11:05 AM
SUN 1/1/05 11:11:05 AM

Current Business Unit: ORACLE Support Services - Randy
Baker
New Business Unit:
Approval's F&A - Jeff Henley
Approval Order



0
1
2
3
5
6
7

Date: [REDACTED] Employee Status Change [REDACTED]

Batch ID 6064

Is this a transfer? Yes
Is this a promotion? No
Is this an individual employee change in cost center, manager, or location? Yes
Is Regular to Temp? No
Will you be filling this employee's previous role? No

B. Employment Data

Last Name: [REDACTED]
First Name: [REDACTED]
Employee Number: [REDACTED]
Current Cost Cent M98
New Cost Center J79
Current Hours: 40
New Hours: 40

Mon	Tue	Wed	Thu	Fri	Sat	Sun
8	8	8	8	8		

Date: [REDACTED] Employee Status Change [REDACTED]
 Current Title: [REDACTED]
 New Title: [REDACTED]
 Current Jobcode: 11110
 New Jobcode: 53110
 Current Location: Redwood Shores
 New Location: Redwood Shores
 Current Mgr L Name: [REDACTED]
 Current Mgr F Name: [REDACTED]
 Current Mgr Emp No.: [REDACTED]
 New Mgr Last Name: [REDACTED]
 New Mgr First Name: [REDACTED]
 New Mgr Emp No.: [REDACTED]

Does this employee have direct reports? No
 Direct Reports

	Last Name	First Name	Employee ID
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

C. Compensation
 Salary Basis: [REDACTED]
 Current Base Salary: [REDACTED]
 New Base Salary: [REDACTED]
 Current Base Salary Chg %: [REDACTED]

Date: [REDACTED] Employee Status Change [REDACTED]

Current Car Allowance 0

New Car Allowance: 0
Car Allowance Chg %:

Current Variable*:
New Variable*:

Variable* % Change:
Current Total Target

New Total Target:
Target* % Change:

Current Quota \$*:
New Quota \$*:

Quota \$* % Change:

Bonus Type 1:
Bonus Amount 1:

Cost Center to Charge 1:
Bonus Type 2:

Bonus Amount 2:
Cost Center to Charge

Compensation Justification:

Relocation not to exceed:

D. Transfer Initiation:

What brought about this transfer request (pick one)?

Employee initiated response to job posting

Date: [REDACTED] Employee Status Change [REDACTED]

Provide three reasons why this candidate is the most qualified for this position:

1. Skill set matches job requirements
2. Personal career goals match job criteria
3. Personality is a good fit with what is necessary to perform required job functions.

F. Releasing Managers Comments

The current releasing manager must provide brief written comments regarding the employee's job performance:

[REDACTED] has always performed her job duties with utmost efficiency. [REDACTED] displays professionalism, attention to detail, the ability to prioritize and do high quality work. [REDACTED] is always very positive and displays strong customer service values.

G. Position Information [REDACTED]

Job Post #: [REDACTED]
Date Posted: [REDACTED]

Job Description - provide a brief description of the position:
Collect overpayments from current and former employees by working with internal and external groups to identify individuals who have been overpaid

Comments:
3/25/99 This interdivisional transfer with out a salary increase going from Support Services to F&A requires approval from J. Minton on the F&A side. Please redirect this form for that approval then resubmit all. Thank you - Lvm G.

Effective Date: [REDACTED]

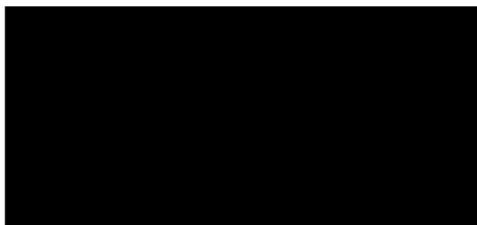
Current Business Unit: ORACLE Support Services - Randy Baker

New Business Unit: F&A - Jeff Henley
Approval's

Approval Order

[REDACTED] 0

[REDACTED] 1



2
3
5
6
7



August 2, 1999

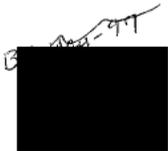
The following employee went from a temporary employee to a regular employee. His start date as a temporary employee needs to be used as his vacation accrual date. Please apply a vacation accrual date as follows:

EMPLOYEE NAME:



EMPLOYEE ID:

VACA ACCRUAL DATE:



AK

1999 AUG -2 AM 11: 27
FIDELITY INVESTMENTS
PAYROLL DEPT.
RECEIVED ON:



Date: [REDACTED]

Employee Status Change Processing Form

[REDACTED]

Batch ID 18325

Transfer	No	Promotion	No	Change	Yes
Approvals:	<u>OK</u>			Audit Data	Verify
Employee ID:	[REDACTED]			Prep	Entry
Social Security #	_____				
Employee Last Name	[REDACTED]				
Employee First Name	[REDACTED]				
Effective Date	[REDACTED]				
ASSIGNMENT:	Current			New	
Cost Center	J79		720		/ / / / /
Change effective date to		8-16			/ / / / /
Job Code	5?		50720		/ / / / /
Location	Sop6		Sop6		/ / / / /
Location of HOME not in HRMS (Complete HOME Location Form)					
State Change:					
Go to HRMS Tax Info to activate					
Employment Category	_____				/ / / / /
Discretionary Title	_____				
Current Title	Payroll Collections Analyst				
New Title	Tax Analyst				
Hours: (not > 40)	40		40		/ / / / /
Vacation Accrual Change	_____				/ / / / /
	Full to Part				/ / / / /
	Part to Full				/ / / / /

95:1 113 12 0000000000
2000 MAR 21 PM 1:56
FIDELITY & SECURITY
SERVICES

Employee Status Change Processing Form
Current

New [REDACTED]

Work Schedule 8 -8 -8 -8 -8 - - / / / /

__ Add new work schedule to HRMS / / / /

__ Total Hours + Work Schedule Match

Salary Basis Annual Salary / / / /

__ Change Timecard Req In HRMS / / / /

Base Salary: [REDACTED] / / / /

(current req) / / / /

Percentage Change: / / / /

Difference between Current and New = Pct. Ch / / / /

Car Allowance: / / / /

Bonus: Type Amount / / / /

Cost Center / / / /

Other Bonus / / / /

Manager Change: / / / /

Last Name First Name Employee ID

Current Manager: [REDACTED] / / / /

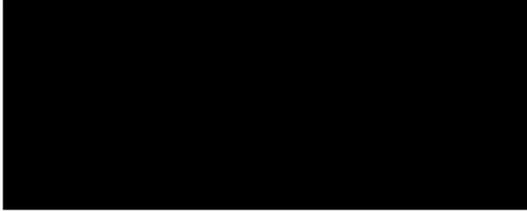
New Manager: [REDACTED] / / / /

Direct reports: [REDACTED] / / / /

- 1. / / / /
- 2. / / / /
- 3. / / / /
- 4. / / / /
- 5. / / / /
- 6. / / / /
- 7. / / / /
- 8. / / / /
- 9. / / / /
- 10. / / / /

ASR [Signature] PSR [Signature] VERIFICATION [Signature]

Current Business Unit: F&A - Jeff Henley
New Business Unit: F&A - Jeff Henley
Approval's Approval Order



0
1
4
5
6

Date: [REDACTED]

Employee Status Change [REDACTED]

Batch ID 18325

Is this a transfer? No
Is this a promotion? No
Is this an individual employee change in cost center, manager, or location? Yes
Is Regular to Temp? No
Will you be filling this employee's previous role? No

B. Employment Data

Last Name: [REDACTED]
First Name: [REDACTED]
Employee Number: [REDACTED]
Current Cost Cent J79
New Cost Center 720
Current Hours: 40
New Hours: 40

Mon	Tue	Wed	Thu	Fri	Sat	Sun
8	8	8	8	8		

Date: [REDACTED] Employee Status Change [REDACTED]

Current Title: Payroll Collections Analyst

New Title: Tax Analyst

Current Jobcode: 5?

New Jobcode: 50720

Current Location: 5op6

Current Product Association:

New Product Association:

New Location: 5op6

Current Mgr L Name: [REDACTED]

Current Mgr F Name:

Current Mgr Emp No.:

New Mgr Last Name:

New Mgr First Name:

New Mgr Emp No.:

LOB Supervisor L Name:

LOB Supervisor F Name:

LOB Supervisor ID:

Geo Supervisor L Name:

Geo Supervisor F Name:

Geo Supervisor ID:

Does this employee have direct reports? No

	Last Name	First Name	Employee ID
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

C. Compensation

Salary Basis: Annual Salary

Current Base Salary: [REDACTED]

Date: [REDACTED] Employee Status Change [REDACTED]

New Base Salary: [REDACTED]

Current Base Salary Chg %:
Emp Comp Plan Eligibility: No

Current Car Allowance

New Car Allowance:
Car Allowance Chg %:

Bonus Type 1: Other Bonus
Bonus Amount 1:

Cost Center to Charge 1:
Bonus Type 2:

Bonus Amount 2:
Cost Center to Charge

Compensation Justification:
Eligible for standard F&A corporate bonus plan
Relocation not to exceed:

D. Transfer Initiation:

What brought about this transfer request (pick one)?

Employee initiated response to job posting

Date: [REDACTED] Employee Status Change [REDACTED]

Provide three reasons why this candidate is the most qualified for this position:

1. [REDACTED] has good payroll experience that will assist her on the new job
2. Has great computer skills to handle new position.
3. She demonstrate good maturity and communication skills during interview

F. Releasing Managers Comments

The current releasing manager must provide brief written comments regarding the employee's job performance:
[REDACTED] is detail orientated, and works very well with little supervision. She has a been a great individual contributor.

G. Position Information

Job Post #: [REDACTED]
Date Posted: [REDACTED]

Job Description - provide a brief description of the position:
Tax Analyst - Compensatory tax policy and international assignments staffing

Comments:
8-17-00 According to the approval matrix we need the approval of Jaime Nelson and Judith Wise in order to process this change. Thank you

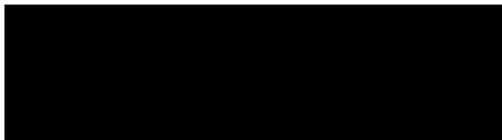
We need [REDACTED] to transfer to cc720 asap to fill job needs.
Effective Date: [REDACTED]

Current Business Unit: F&A - Jeff Henley

New Business Unit: F&A - Jeff Henley
Approval's

Approval Order

[REDACTED]
0
1
4



5

6



254073

Date: [Redacted]

Employee Status Change Processing Form

[Redacted]

Batch ID 18521

Transfer No Promotion No Change No

Approvals:

OK

Audit Data Verify
Prep Entry

Employee ID: [Redacted]

Social Security # _____

Employee Last Name [Redacted]
Employee First Name [Redacted]

Effective Date
ASSIGNMENT: Current _____ New

Cost Center /_/_/_/_/_/

___ Change effective date to /_/_/_/_/_/

Job Code /_/_/_/_/_/

Location /_/_/_/_/_/

___ Location of HOME not in HRMS
(Complete HOME Location Form)

___ State Change:
___ Go to HRMS Tax Info to activate

Employment Category _____ /_/_/_/_/_/
Discretionary Title

Current Title
New Title

Hours: (not > 40) /_/_/_/_/_/

___ Vacation Accrual Change /_/_/_/_/_/

___ Full to Part /_/_/_/_/_/
___ Part to Full

SS: 07 02 01 00

SS: 07 02 01 00

Employee Status Change Processing Form
Current

New

Work Schedule - - - - - / / / /

__ Add new work schedule to HRMS / / / /

__ Total Hours + Work Schedule Match / / / /

Salary Basis Annual Salary / / / /

__ Change Timecard Req In HRMS / / / /

Base Salary: (current req) [REDACTED] / / / /

Percentage Change: / / / /

Difference between Current and New = Pct. Ch / / / /

Car Allowance: / / / /

Bonus: Type Amount / / / /

Cost Center / / / /

/ / / /

/ / / /

/ / / /

Manager Change: Last Name First Name Employee ID

Current Manager: / / / /

New Manager: / / / /

Direct Reports: / / / /

1. / / / /

2. / / / /

3. / / / /

4. / / / /

5. / / / /

6. / / / /

7. / / / /

8. / / / /

9. / / / /

10. / / / /

ASR _____

PSR _____

VERIFICATION _____

Current Business Unit: F&A - Jeff Henley
New Business Unit: F&A - Jeff Henley
Approval's Approval Order



0
1
4

Date:



Employee Status Change



Batch ID

18521

Is this a transfer? No

Is this a promotion? No

Is this an individual
employee change in cost
center, manager, or
location? No

Is Regular to Temp? No

Will you be filling this
employee's previous role? No

B. Employment Data

Last Name:

First Name:

Employee Number:

Current Cost Cent

New Cost Center

Current Hours:

New Hours:

Mon Tue Wed Thu Fri Sat Sun

Date: [REDACTED] Employee Status Change [REDACTED]

Current Title:

New Title:

Current Jobcode:

New Jobcode:

Current Location:

Current Product Association:

New Product Association:

New Location:

Current Mgr L Name:

Current Mgr F Name:

Current Mgr Emp No.:

New Mgr Last Name:

New Mgr First Name:

New Mgr Emp No.:

LOB Supervisor L Name:

LOB Supervisor F Name:

LOB Supervisor ID:

Geo Supervisor L Name:

Geo Supervisor F Name:

Geo Supervisor ID:

Does this employee have direct reports? No

Direct Reports

	Last Name	First Name	Employee ID
--	-----------	------------	-------------

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

C. Compensation

Annual Salary

Salary Basis:

Current Base Salary: [REDACTED]

Date: [REDACTED] Employee Status Change [REDACTED]

New Base Salary: [REDACTED]

Current Base Salary Chg %:
Emp Comp Plan Eligibility: No

Current Car Allowance

New Car Allowance:
Car Allowance Chg %:

Bonus Type 1:
Bonus Amount 1:

Cost Center to Charge 1:
Bonus Type 2:

Bonus Amount 2:
Cost Center to Charge

Compensation Justification:

Relocation not to exceed:

D. Transfer Initiation:

What brought about this transfer request (pick one)?

Employee initiated response to job posting

Date: [REDACTED] Employee Status Change [REDACTED]

Provide three reasons why this candidate is the most qualified for this position:

- 1.
- 2.
- 3.

F. Releasing Managers Comments

The current releasing manager must provide brief written comments regarding the employee's job performance:

G. Position Information

Job Post #:
Date Posted:

Job Description - provide a brief description of the position:

Comments:
8-23-00 According to the approval matrix we need the approval of Jeff Henley in order to process this change. Thank you. See comments below.

[REDACTED] just transferred to tax dept from payroll/collections. Because of the timing of her transfer she did not appear on the tax dept. list; this is her [REDACTED] salary adjustment.
Effective Date: [REDACTED]

Current Business Unit: F&A - Jeff Henley

New Business Unit: F&A - Jeff Henley

Approval's

Approval Order

[REDACTED]



ORACLE SDI Element Adjustment Form



373383

Fidelity Employer Services Company
A Division of Fidelity Investments Institutional Services Company, Inc.

Employee Information

Last Name First Name

Employee Number Effective Date

Current SDI Element

Recurring Amount

Limit

Processing: Enter As Positive Numbers

New SDI Element

New Recurring Amount

New Limit

Processing: Do Not End Date Element Type Over Existing Amounts

Give To Employee

Existing Amount

New Amount

Taken From Employee

Existing Amount

New Amount

Processing: Enter as Positive Numbers as Replacement Amount

Processing: Enter as Negative Numbers as Replacement Amount

Give To Employee

Existing Amount

New Amount

Taken From Employee

Existing Amount

New Amount

Processing: Enter as Negative Number As Additional Amount

Processing: Enter as Positive Number As Additional Amount

Comments: *Please set recurring amount and limit*

Signature: *[Handwritten Signature]* TX

Date:

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